

30 March 1990

Information Management: Publishing and Printing  
**Preparation, Production, and Processing  
of Armywide Doctrinal and Training Literature (ADTL)**

---

**Summary.** This regulation prescribes policy, standards, procedures, and responsibilities for the preparation, production, and processing of publications in the U.S. Army Training and Doctrine Command (TRADOC) portion of the Armywide Doctrinal and Training Literature Program (ADTLP). It also defines the roles and responsibilities of the individuals responsible for preparing ADTLP publications.

**Applicability.** This regulation governs agencies that prepare and produce publications included in the TRADOC portion of the ADTLP. It also governs TRADOC agencies in the preparation of multiservice doctrinal and training publications.

**Supplementation.** Supplementation of this regulation is prohibited without prior approved from Commander,

U.S. Army Training Support Center, ATTN:  
ATIC-ETL-E, Fort Eustis, VA 23604-5168.

**Changes.** Changes to this regulation are not official unless they are authenticated by Deputy Chief of Staff for Information Management, HQ TRADOC.

**Forms.** Reproducible (-R) forms at the back of this regulation are for local reproduction. Have them printed through your forms management officer (FMO).

**Suggested improvements.** Send comments and suggested improvements on DA Form 2028 directly to Commander, U.S. Army Training Support Center, ATTN: ATIC-ETL-E, Fort Eustis, VA 23604-5168.

---

**Notes:**

1. Do not confuse the requirements for doctrinal and training publications described here with the style for administrative publications that had to be applied in the preparation of this regulation. In some ways those requirements differ. For example, abbreviations authorized for use in administrative publications may appear in doctrinal and training publications only in specific cases.

2. In this publication, the terms *readers*, *target audience*, and *users* are synonymous. This is also true of *subject-matter expert (SME)* and *writer*; *graphics* and *illustrations*; *headings* and *titles*.

3. Although this regulation addresses the SME, it has equal application to the editor, the visual information specialist (VIS), the illustrator, and anyone else responsible for preparing, producing, and processing publications that make up the TRADOC portion of the ADTLP.

\*This regulation supersedes TRADOC PAM 310-6, 1 February 1985

## Contents

	Paragraph	Page		Paragraph	Page
<b>Part One</b>					
<b>Introduction</b>					
<b>Chapter 1</b>			<b>Chapter 7</b>		
<b>Administrative Information</b>			<b>Style</b>		
Purpose .....	1-1	4	Section I		
References .....	1-2	4	Alternate Word Forms		
Explanation of abbreviations and terms ....	1-3	5	Introduction .....	7-1	43
Responsibilities .....	1-4	5	Abbreviations .....	7-2	43
			Acronyms .....	7-3	43
<b>Chapter 2</b>			Nicknames .....	7-4	44
<b>Bookmaking</b>			Letter symbols .....	7-5	44
Functions .....	2-1	6	Signs and symbols .....	7-6	44
Roles and responsibilities .....	2-2	6	Usage .....	7-7	44
The team concept .....	2-3	7	Section II		
Methods of production .....	2-4	8	Capitalization		
<b>Part Two</b>			Introduction .....	7-8	44
<b>Writing and Editing</b>			Organizational elements .....	7-9	44
<b>Chapter 3</b>			Ranks and positions .....	7-10	45
<b>Getting Started</b>			Nouns with numbers and letters .....	7-11	45
Planning .....	3-1	8	Categories of publications and courses ....	7-12	45
Research .....	3-2	15	Components of publications .....	7-13	45
Restrictions .....	3-3	16	Titles .....	7-14	45
Guidelines .....	3-4	17	Nicknames .....	7-15	45
<b>Chapter 4</b>			Items of equipment .....	7-16	45
<b>Preparing the Preliminary Draft</b>			Programs and systems .....	7-17	45
Outlining .....	4-1	19	Section III		
Organizing .....	4-2	21	Compounds		
Putting words on paper .....	4-3	23	Introduction .....	7-18	45
Revising .....	4-4	26	Open compounds .....	7-19	45
Preparing the index 4-5 .....	4-5	26	Solid compounds .....	7-20	45
<b>Chapter 5</b>			Hyphenated compounds .....	7-21	45
<b>Staffing, Review, and Approval</b>			Words formed with prefixes .....	7-22	47
The coordinating draft .....	5-1	26	Words formed with suffixes .....	7-23	47
The final edited draft .....	5-2	29	Permanent and temporary compounds .....	7-24	47
The final approved draft .....	5-3	31	Section IV		
The page proofs or comprehensive dummy	5-4	31	Numbers		
The revised CRC or CRMs .....	5-5	31	Introduction .....	7-25	47
<b>Part Three</b>			Numbers expressed as figures .....	7-26	47
<b>Format and Style</b>			Numbers expressed as words .....	7-27	48
<b>Chapter 6</b>			Roman numerals .....	7-28	48
<b>Format</b>			Numbers in titles .....	7-29	48
Section I			Punctuation with numbers .....	7-30	48
Basic Requirements			Repetition of numbers .....	7-31	49
General .....	6-1	32	Numbers with shortened word forms .....	7-32	49
Covers .....	6-2	33	Spacing with mathematical signs		
Front matter .....	6-3	34	and numerals .....	7-33	49
Body .....	6-4	36	Section V		
Back matter .....	6-5	39	Punctuation		
The numbering system .....	6-6	40	Introduction .....	7-34	49
Section II			Laundry lists .....	7-35	49
Joint, Multiservice, and Multivolume Publications			Series elements .....	7-36	49
Joint publications .....	6-7	42	Abbreviations and acronyms .....	7-37	49
Multiservice publications .....	6-8	42	Prefixes .....	7-38	49
Multivolume publications .....	6-9	42	Parenthetical elements .....	7-39	49
			Possessives .....	7-40	49
			Numbers .....	7-41	49
			Restrictive and nonrestrictive elements ....	7-42	49
			Ellipses .....	7-43	50
			Dashes .....	7-44	50

	Paragraph	Page		Paragraph	Page
<i>That is and for example</i> .....	7-45	50	Section II		
Adjectives .....	7-46	50	Camera-Ready Mechanicals		
Section VI			Description .....	9-5	58
Spelling, Usage, and Word Division			Production process .....	9-6	63
Introduction .....	7-47	50	Production requirements .....	9-7	63
Spelling .....	7-48	50	Quality .....	9-8	67
Usage .....	7-49	51	SME and editorial review .....	9-9	67
Word division .....	7-50	51	<b>Chapter 10</b>		
<b>Part Four</b>			<b>Processing for Print and Initial Distribution</b>		
<b>Production and Processing</b>			General .....	10-1	68
<b>Chapter 8</b>			Submission package .....	10-2	68
<b>Producing Camera-Ready Copy</b>			Credit .....	10-3	69
Description .....	8-1	51	Processing sequence .....	10-4	69
Quality .....	8-2	52	Initial distribution .....	10-5	69
Type .....	8-4	52	<b>Appendix A</b>		
Format .....	8-5	52	<b>References</b> .....		69
Graphics .....	8-6	53	<b>Appendix B</b>		
Specific publication requirements .....	8-7	53	<b>Research Information</b> .....		70
Final preparation .....	8-8	53	<b>Appendix C</b>		
SME and editorial review .....	8-9	53	<b>Table Preparation</b> .....		71
<b>Chapter 9</b>			<b>Appendix D</b>		
<b>Producing Camera-Ready Mechanicals</b>			<b>Reading Grade Levels</b> .....		72
<b>Section I</b>			<b>Appendix E</b>		
<b>The Comprehensive Dummy</b>			<b>Sample Reference List</b> .....		73
Description .....	9-1	58	<b>Appendix F</b>		
Quality .....	9-2	58	<b>Sample Format for Multiservice Publications</b> ....		74
Specifications .....	9-3	58	<b>Appendix G</b>		
SME and editorial review .....	9-4	58	<b>Instructions for Completing DA Forms 260</b> .....		81
			<b>Glossary</b> .....		91
			<b>Index</b> .....		96

## Part One

### Introduction

## Chapter 1

### Administrative Information

#### 1-1. Purpose.

a. This regulation details step-by-step procedures for initiating, changing, or revising a doctrinal or training publication. It defines the roles and responsibilities of the key people involved in preparation and production: the SME, the editor, and the VIS. It sets forth procedures for preparing a publication for optimum quality and timelines and the process for producing, printing, and distributing a publication. It establishes the editorial style requirements for ADTL and other ADTLP-related products (see b below). Its purpose is to assist preparing agencies in producing the highest quality publications in a minimum amount of time and to achieve standardization among ADTL. Publications covered by this regulation are-

- (1) Field manuals (FMs).
- (2) Training circulars (TCs).
- (3) Army Training and Evaluation Program publications (ARTEPPs).
  - (a) Mission training plans (MTPs).
  - (b) Drills.
- (4) Soldier training publications (STPs).
  - (a) Soldier's manuals (SMs).
  - (b) Trainer's guides (TGs).
  - (c) Job books (JBs).
  - (d) Military qualification standards (MQS) manuals.

b. This regulation also establishes the editorial style requirements for multiservice doctrinal and training publications prepared by the Army, Army correspondence courses, skill qualification tests, training support packages, graphic training aids (GTAs), and programs of instruction closely associated with the TRADOC portion of the ADTLP.

c. This regulation establishes the format requirements for publications produced as camera-ready copy (CRC).

**1-2. References.** Table 1-1 lists all references applicable to developing, preparing, coordinating, producing, printing, and distributing doctrinal and training publications. Appendix A is a list of references used in developing this publication.

**Table 1-1**

**References applicable to the development, preparation, and production of ADTL**

Reference	Title	Publications to Which Reference Applies
AR 25-30	The Army Integrated Publishing and Printing Program	ALL
AR 34-1	US Army Participation in Internal Military Rationalization, Standardization, and Interoperability (RSI) Programs	FM, STP
AR 335-15	Management Information Control System	All that require data collection
AR 380-5	Department of the Army Information Security Program	All classified publications
AR 611-101	Personnel Selection and Classification, Commissioned Officer Classification System	MQS STP
AR 611-112	Personnel Selection and Classification, Manual of Warrant Officer Military Occupational Specialties	MQS STP
AR 611-201	Enlisted Career Management Fields and Military Occupational Specialties	SM, TG, JB STP
DA Pam 25-36	Design and Production of Instructional Publications	All
DA Pam 310-15	Forms Management and Standardization	All
TRADOC Reg 11-7	TRADOC Doctrinal and Training Literature Programs	All
TRADOC Reg 25-30	Preparation, Production, and Processing of Army - wide Doctrinal and Training Literature (ADTL)	All
TRADOC Reg 310-2	Design, Development, Preparation, and Management of ARTEP Documents (Mission Training Plans (MTPs) and Drill Books)	ARTEPP
TRADOC Reg 351-6	Support of Training in Units	All
TRADOC Reg 351-11	Soldier Training Publications (STP) Policy and Procedures	SM, TG, JB STP
TRADOC Reg 351-12	Military Qualification Standards System Products, Policy, and Procedures	MQS STP
TRADOC Reg 381-1	Threat Management	All

**1-3. Explanation of abbreviations and terms.** Refer to the glossary or to the index to locate abbreviations and terms used in this regulation.

**1-4. Responsibilities.**

a. Commanding General, TRADOC—

(1) Through TRADOC Reg 11-7, establishes policy for developing ADTL.

(2) Acts as the proponent for all doctrinal and training literature prepared within TRADOC.

(3) Assigns responsibility for specific publications.

(4) Reviews and approves selected publications.

(5) Approves all operational concepts (see TRADOC Reg 11-16).

(6) Ensures that ADTL written, staffed, reviewed, or approved at HQ TRADOC is consistent with Joint Chiefs of Staff (JCS ) publications.

b. Commander, U.S. Army Training Support Center (USATSC)—

(1) Manages the TRADOC portion of the ADTLP.

(2) Maintains the 5-year ADTL schedule, updates the annual schedule based on changes provided by the ADTL product managers, and coordinates ADTL publications and replenishment actions for prescribed forms.

(3) Serves as proponent for common-task STPs.

(4) Establishes editorial and design policies, standards, and procedures for preparing doctrinal and training literature.

(5) Provides training and assistance in management functions; in the writing, editing, and design of publications; and in the preparation of CRC and camera-ready mechanicals (CRMs).

(6) Edits selected publications, designs them, and produces the CRC or CRMs.

(7) Monitors the readability of ADTL for HQ Department of the Army (DA).

(8) Ensures compliance with the requirements for printing.

(9) Verifies proposed distribution.

(10) Computes print quantities for STPs.

(11) Secures TRADOC-funded print orders.

(12) Processes ADTL for print through the Government Printing Office (GPO) regional printing procurement offices or as designated by DA.

(13) Administers the Army Extension Training Information System (AETIS).

(14) Is the proponent for chapter 5 of AR 25-30, DA Pam 25-36, TRADOC Reg 351-11, TRADOC Reg 351-12, this regulation, and the ADTLP bulletin *Pen Point*.

(15) Manages the DA nonjournalistic writer-editor (1082) intern program.

c. Commanders, integrating centers (U.S. Army Combined Arms Center, U.S. Army Soldier Support Center, and U.S. Army Logistics Center)—

(1) Act as proponents for international standardization agreement (ISAs), with responsibility for ensuring that each ISA has been correctly implemented in appropriate publications.

(2) Assist the schools in managing their portion of the ADTLP.

(3) Develop and coordinate the doctrinal literature portion of the installation contract.

(4) Review and/or approve selected publications prepared by associated schools.

(5) Prepare publications when subject matter crosses functional areas.

(6) Ensure standardization of doctrinal and training products that cross proponent functional lines; integration of doctrine, tactics, techniques, and procedures; standardization of terminology in doctrinal and training products; and compliance with applicable regulations.

(7) Ensure that ADTL that is written, staffed, reviewed, or approved at the integrating centers is consistent with JCS publications.

d. Commanders, preparing agencies—

(1) Prepare timely and accurate publications, to include writing, editing, designing, producing CRC or CRMs, and staffing, in compliance with DA Pam 25-36, TRADOC Reg 11-7, this regulation, and other applicable TRADOC policies and standards.

(2) When necessary, change or revise publications for which they are responsible.

(3) Incorporate into ADTL the salient points of ISAs: U.S. ratified North Atlantic Treaty Organization (NATO) standardization agreement (STANAGs); American, British, Canadian, and Australian (ABCA) quadripartite standardization agreement (QSTAGs); and Air Standardization Coordinating Committee (ASCC) Air Standards.

(4) Ensure quality control.

(5) Recommend distribution.

(6) Submit approved publications to USATSC to process for print.

(7) Review all proponent publications in the DA inventory every 18 months; nominate for rescission those that do not meet the criteria outlined in AR 25-30.

(8) Identify the need for and recommend new publications.

(9) Enter approved requirements on the 5-year ADTL schedule.

## Chapter 2

### Bookmaking

**2-1. Functions.** Bookmaking comprises the following functions: writing, editing, designing, producing, printing, binding, and distributing.

- a. Writing, or development, is the conception, planning, and preparation of the contents of a book by the SME.
- b. Editing is the analysis, organization, and presentation of the contents in cooperation with the SME.
- c. Designing is the conception, planning, and specifying of the physical and visual aspects of a book in cooperation with the editor and the SME.
- d. Producing is the execution of the CRC or CRMs.
- e. Printing, binding, and distributing complete the process.

**2-2. Roles and responsibilities.** To create a book that meets the reader's requirements, as well as one that satisfies publishing standards, requires the efforts of a number of people. Those primarily responsible for preparing and producing a publication are the writer, the editor, and the VIS.

a. Writers. Preparing agencies assign SMEs to write publications because of their special skills, experience, and knowledge in military subjects. However, writing an effective and useful publication can be one of the most difficult jobs that an SME will ever have. It is a complex and exacting task that can be tedious and exasperating. It demands patience, dedication, and a great deal of planning. To write effectively and to be reasonably sure that readers will be receptive to their ideas, SMEs must identify their readers and have an intelligent and sympathetic understanding of the readers' needs. SMEs must also write with confidence and authority, conducting all necessary research and keeping abreast of important events in their field of expertise. Whether or not they have writing experience, SMEs are responsible for preparing technically accurate, relevant, and properly coordinated manuscripts. The information should not unnecessarily duplicate material from other Army publications, and it must not violate copyright, libel, or privacy act laws. SMEs are responsible for-

- (1) Maintaining a file of all historical information (see para 3-4 b).
- (2) Confirming the requirement for the publication and writing its purpose.
- (3) Planning and complying with project milestones.
- (4) Cooperating closely and continually with the editor and the VIS from initial meeting through completion of the CRC or CRMs.
- (5) Designating the overall classification of the book, each classified portion of the book, and the downgrading instructions.

(6) Determining the reading grade level (RGL) of the target audience and providing that information to the editor.

(7) Conducting appropriate research to provide the most complete, accurate, and up-to-date information.

(8) Reviewing other DA publications, including drafts, that may impact on the subject.

(9) Coordinating with writers of other publications in progress to standardize content and minimize duplication.

(10) Preparing an outline and coordinating it with the editor; obtaining necessary approval prior to preparing the preliminary draft (see para 4-lb(3)).

(11) Coordinating with combat developers to ensure that the approved operational concepts and those under development are considered during development of the publication.

(12) Incorporating applicable international standardization agreements (see AR 34-1).

(13) Coordinating with proponents of all required references to ensure that the most current information is considered and to avoid inconsistencies.

(14) Complying with all requirements for inclusion of forms.

(15) Complying with all requirements for data collection.

(16) Obtaining proper release of copyrighted material used (see chap 3) and identifying the material in the text.

(17) Verifying and categorizing references for the consolidated list of references.

(18) Coordinating with the agency threat manager for review and approval of threat content.

(19) Staffing the publication at all necessary stages.

(20) Evaluating and incorporating comments resulting from coordination and resolving disputes.

(21) Briefing superiors on progress of the publication and reasons for including or not including field comments.

(22) Providing definitions for the glossary and identifying terms for the index.

(23) Identifying source for illustrations, especially technical illustrations.

(24) Adhering to publication standards and requirements prescribed in this regulation.

(25) Complying with all pertinent regulations.

b. Editors. Editors have two major functions: ensuring that the information in the book is presented clearly, logically, and accurately and assisting the SME throughout the publication process. Working closely with the SME, an editor will review the material for

syntax, vocabulary, style, logic, consistency, continuity, and clarity. Editors look for duplicated and overlapping coverage, conflict with prescribed policy, and questionable or controversial statements. The editor will assist the SME in reorganizing, revising, rearranging, or reworking the publication to meet required publication standards. The editor will also review the final designed or formatted publication to ensure all applicable requirement have been met. Specifically, editors are responsible for—

(1) Maintaining a file of all approved editorial changes and other relevant information.

(2) Providing continuity to a project during a turnover of writers.

(3) Acting as liaison between the SME and VIS.

(4) Reviewing the SME's outline for logical, coherent, balanced, and consistent organization (see para 4-1b(2)) and adjusting it where necessary.

(5) Comparing the manuscript with the outline and making or recommending necessary adjustments.

(6) Acting as test reader.

(7) Assessing the text and revising it as necessary to ensure that it meets RGL requirements.

(8) Minimizing wordiness and redundancy.

(9) Ensuring adherence to prescribed format.

(10) Ensuring that titles are accurate, succinct, and parallel.

(11) Ensuring that contents conform with the rules of grammar and prescribed ADTLP style (see chap 7).

(12) Ensuring consistency of writing style, especially when different writers contribute to the publication.

(13) Ensuring that all applicable required elements (see chap 6) are included and ensuring that the wording of all necessary statements is accurate.

(14) Verifying the table of contents and the currency of forms and references, compiling the glossary, and preparing the index.

(15) Ensuring that the publication meets copyright, libel, and proprietary requirement.

(16) Providing the VIS with a logically organized, properly formatted, and grammatically accurate final approved draft (FAD), including an outline showing all titles and subtitles.

(17) Recommending to the VIS portions of text that may better function as graphics.

(18) Reviewing the page proofs or comprehensive dummy prior to production of the CRC or CRMs and preparing a joint errata with the SME.

(19) Reviewing the CRC or CRMs to ensure corrections have been made.

(20) Complying with pertinent regulations.

c. Visual information specialists. Print-media VISs are designers or, more specifically, graphic communicators. VISs convert final approved drafts into publications that present the information in an interesting and comprehensible manner. Such publications increase retention and recall of the material. VISs provide advice and assistance on such matters as basic design concepts, effective use of graphics, integration of written and visual material, and technical and reproduction processes in the various stages of manuscript development. They have creative control of the projects during production of both the comprehensive dummy and the CRMs. Additional details regarding the duties and responsibilities of VISs, illustrators, and phototypesetters are in DA Pam 25-36. VISs are specifically responsible for—

(1) Ensuring that the overall design format of the publication meets appropriate specifications.

(2) Ensuring that typography and layout are consistent.

(3) Ensuring that all graphics are essential and functional.

(4) Determining illustration technique and photo treatment.

(5) Determining the functional use of color.

(6) Creating and producing page-by-page layout for the comprehensive dummy or CRC.

(7) Producing a comprehensive dummy when required.

(8) Supervising production of the CRMs.

(9) Reviewing the CRMs for adherence to the approved comprehensive dummy or page proofs.

(10) Complying with pertinent regulations.

d. USATSC Literature Division. The USATSC editorial and design staffs are available to support you. USATSC management personnel, editors, and VISs offer assistance by answering telephone queries; by reviewing drafts, CRC page proofs, and comprehensive dummies; by conducting workshops; and by making assistance visits wherever required or desired.

**2-3. The team concept.** Writing, editing, and producing a publication require a dedicated commitment in time, effort, and cost. That commitment is justified only if the publication does its intended job. To ensure that it does requires maximum cooperation and interaction among those responsible for preparing and producing it. Assigning an editor and a VIS to the project at the same time as the writer will maximize their individual skills. Because of their knowledge of the production process, the editor and the VIS can make valuable and time-saving suggestions at the outset. These suggestions will help to anticipate and thus avert preparation and production problems and to avoid bottlenecks. When given adequate time and authority to

apply their skills, the team will work together to produce quality publications in the most reasonable time possible.

## 2-4. Methods of production.

a. The traditional method of producing a book is to present a final approved draft to a VIS who marks it for phototypesetting and designs a comprehensive dummy. When the comprehensive dummy is approved, an illustrator prepares artwork and CRMs using the comprehensive dummy as a guide.

b. With the introduction of automation, books may be prepared using electronic equipment. Books may be input, reviewed, edited, corrected, formatted, typeset, and illustrated using a computer. The results of this computer-generated copy or copy produced on a typewriter are referred to as CRC.

c. CRC differs from CRMs in that it does not require a comprehensive dummy and it normally is not mounted on boards. See chapters 8 and 9 for detailed information on the two methods of production.

d. The director of training and doctrine (DOTD) will decide, based on the following considerations, whether a book will be produced as CRC, as CRMs, or as a combination of the two. He or she should discuss both methods of production with the editor and the VIS before making this critical decision.

(1) *Capability to produce CRC.* Although CRC may be typewritten, printing costs are greatly reduced when copy is typeset. Therefore, do not produce typewritten copy if desktop or more sophisticated publishing capability is available. Costs saved in production may be lost in printing.

(2) *Time available.* CRMs require an average of 6 months per 200 pages to produce; CRC requires considerably less.

(3) *Cost.* Indications are that a page of CRC averages one-third the cost of a page of traditional CRMs, even less when the page contains no illustrations.

(4) *Priority of the publication.* If priority is a consideration, select the most efficient and effective means of producing the final copy.

(5) *Desired quality of the printed page.* The quality of copy produced by automated means depends on the quality and resolution of the output device. The highest quality copy is produced by photographic typesetting at a resolution of 1200 to 2400 dots per inch (DPI).

(6) *Average time between changes and stability of contents.* The longer the information is expected to be valid, the greater is the justification for spending time and money to produce a higher quality publication.

(7) *The amount of detail required or desired in the illustrations.* Computer-generated graphics may not contain the detail obtainable in hand-drawn illustrations.

## Part Two Writing and Editing

### Chapter 3 Getting Started

**3-1. Planning.** The purpose of planning is to anticipate what you need to do, how you're going to do it, and how much time you will need. But first, you must confirm the requirement.

a. The 5-year ADTL schedule lists projected publications. If a publication does not appear on the schedule, that publication must receive approval and funding before it will be printed and distributed. For information regarding the schedule, contact the publication division or your agency's program management office. The schedule contains the following information:

- (1) Publication number.
- (2) Actual or proposed title.
- (3) Type of action ( new publication, change, revision, or consolidation).
- (4) Approval authority.
- (5) Estimated number of pages.
- (6) Fiscal year ( FY) and quarter to be forwarded for DA print action.

b. Once you have confirmed the requirement, you must understand what type of action you are about to undertake. The requirements for each type of action follow:

(1) *Revision.* A revision is a rewritten version of an existing publication. When issued, it supersedes the previous edition. Guidelines for revisions follow:

(a) *Revise a bound publication when* proposed content changes would alter 25 percent of its printed pages; alter half of its main paragraphs; or add, change, or delete material in a publication of no more than eight printed pages.

(b) *Revise a loose-leaf publication when* proposed content changes would replace half the pages of a publication having no more than 32 printed pages or replace three-fourths of the pages of a publication having over 32 printed pages.

(2) *Change.* A change is an official alteration of a publication, issued in numbered sequence, that is, change 1, change 2. It may delete portions of, add to, modify, or correct the publication. A change remains in effect so long as the publication does or until supersession of the change.



## (a) Issue a change to—

- Add new doctrine or training procedures to a publication.
- Update the doctrine or training tasks in a publication.
- Update a publication to reflect changes in relevant source documents.
- Incorporate a recently approved ISA (STANAG, QSTAG, or Air Standard). When the United States ratifies an ISA it incurs an obligation to implement the agreement. Existing publications that do not agree with the intent of the ISA must be changed. Normally, the ISA will be incorporated into a revised publication during the normal publication cycle. However, if the cycle does not permit a permanent change within 1 year of ratification, you must send an interim change notice to all users of the affected document.
- Correct a serious error in either the publication or an earlier change. (A serious error is a factual error, an error that alters the meaning, or an error that causes erroneous procedures.)

## (b) Restrictions on the use of changes follow:

- Do not authorize or issue changes to a publication unless your agency is the proponent.
- Do not issue changes to publications of eight or fewer printed pages.
- Unless such an error alters meaning, do not use changes to make simple editorial or typographical corrections or to update references or terminology.

(c) The two methods for making permanent changes are page changes and write-in changes. The former are for changing loose-leaf publications and the latter for changing bound publications.

- Page changes include instructions for removing and/or inserting pages. Page inserts must be the same size and style as the pages in the original document. Use bars, asterisks, or a combination of the two to show passages that comprise a change. Figure 3-1 is an example of the type of instructions you would prepare for a page change.

- Write-in changes consist of changes to be posted to the publication and instructions for posting them. Because they can be time-consuming to enter, reserve write-in changes for *critical doctrinal* requirements. Figure 3-2 is an example of instructions you would prepare for write-in changes.

(d) Include with all changes a distribution restriction statement and a destruction notice in accordance with AR 25-30. Also include an updated authentication and the proper distribution.

(3) Consolidation. TRADOC encourages consolidation of publications. Since you may consolidate during the revision cycle, closely investigate the possibility during your research and your 18-month review. You may consolidate publications for which you and

another agency are responsible if the publications cover the same content and target the same audience. You may also consolidate when one of you has publications which duplicate information published by the other. However, your integrating centers have final approval. The agency initiating consolidation will—

(a) Identify in the TRADOC ADTL System Quarterly Report (RCS ATTG- 11) the publications to be consolidated.

(b) Incorporate valid doctrine into the consolidated publication.

(c) Include the supersession notice on DA Form 260 (Request for Printing of Publication) and on the CRC or CRMs.

(4) Use or adaptation of commercial texts. You may consider the possibility of using or adapting commercial texts if the costs and procurement time are more beneficial to the government than in-house or contractor development. For guidance on using or adapting equipment publications, see AR 25-30; for nonequipment publications, contact USATSC, ATTN: ATIC-ETL-M.

(5) New publication. The type of publication you must write will dictate how much time to allocate to the project and what type of research is necessary. Other requirements include editing and possibly design, typeset, and preparation of CRMs.

c. A critical decision is how your book will be produced, because it will determine how much time you will need. If you possess the capability and the proficiency to produce automated copy, you will undoubtedly save time; however, you may do so at the expense of a higher quality product. Your publication may not project the quality of professionally prepared CRMs. Considerations for making this decision are outlined in paragraph 2-4. Details regarding each method of production are in chapters 8 and 9. Discuss both options with the editor and the VIS and consult the DOTD for his or her decision on the method of producing your book.

d. However the DOTD decides to produce the book, you must project milestones to meet your agency's contract delivery date. Both the editor and the VIS will contribute to the milestones. The school commandant will ensure that milestones are adhered to in order that each phase receives adequate time to be completed properly. Ensure that the editor and the VIS contribute to and receive copies of the approved milestone schedule.

(1) Figure 3-3 is a sample TRADOC Form 151-R which lists the project's major production steps and substeps and the individuals involved. [A blank reproducible copy is provided in the back of this regulation for your use.] To establish a milestone schedule, begin by entering the installation contract delivery date. Then plan backward, entering the time required for each applicable step and substep. Convert the number of working days to calendar days to calculate when you must begin.

(2) Provide adequate time for each phase: development, editing, and production of CRC or design and production of a comprehensive dummy and CRMs.

FM X-XX  
C 2

Change 2

Headquarters  
Department of the Army  
Washington, DC, [date]

[TITLE OF PUBLICATION]

1. Change FM X-XX, [enter publication date], as follows:

Remove old pages

Insert new pages

i through v  
2-17 through 2-18

i through vi  
2-17 through 2-28  
3-9 through 3-12

Index-1 through Index-3

Index-1 through Index-3

2. A star (★) marks new or changed material.
3. File this transmittal sheet in front of the publication.

**DISTRIBUTION RESTRICTION.** Distribution authorized to U.S. Government agencies only to protect technical or operational information from automatic dissemination under the International Exchange Program or by other means. This determination was made on [enter date]. Other requests will be referred to [insert office symbol and address of proponent].

**DESTRUCTION NOTICE.** Destroy by any method that will prevent disclosure of contents or reconstruction of the document.

By Order of the Secretary of the Army:

CARL E. VUONO  
General, United States Army  
Chief of Staff

Official:

WILLIAM J. MEEHAN II  
Brigadier General, United States Army  
The Adjutant General

**DISTRIBUTION:**

Active Army, ARNG, and USAR: To be distributed in accordance with DA Form 12-..... Requirements for [enter publication number, title, and the quantity requirement block number].

Figure 3-1. Sample page change instructions for loose-leaf publications.

<p style="text-align: right;">FM XX-XX C 1 [date]</p> <p>By Order of the Secretary of the Army:</p> <p style="text-align: center;">CARL E. VUONO General, United States Army Chief of Staff</p> <p>Official:</p> <p style="text-align: center;">WILLIAM J. MEEHAN II Brigadier General, United States Army The Adjutant General</p> <p>DISTRIBUTION:</p> <p>Active Army, ARNG, and USAR: To be distributed in accordance with DA Form 12-____. Requirements for [enter publication number, title, and the quantity requirement block number].</p>	<p style="text-align: right;">FM XX-XX C 1</p> <p style="text-align: center;">Headquarters Department of the Army Washington, DC, [date]</p> <p>Change 1</p> <p style="text-align: center;">[TITLE OF PUBLICATION]</p> <ol style="list-style-type: none"> <li>1. Change FM XX-XX, [enter publication date], as follows:             <ul style="list-style-type: none"> <li>Page 3-7. Fourth paragraph, line 12, delete "Section."</li> <li>Page 4-7. Third paragraph, line 6, change "2" to "1."</li> <li>Page 4-10. Second paragraph, fourth bullet, line 3, change "(NGF)" to "naval gunfire."</li> <li>Page 4-10. Third paragraph, line 2, delete "(GPS)"; line 6, delete "(PLRS)"; line 9, delete "longitude."</li> <li>Page 5-1. First paragraph, change "the attainment of" to "obtaining."</li> <li>Page 5-1. Third paragraph, line 8, change "brief" to "briefing."</li> <li>Page 6-11. Delete third paragraph.</li> <li>Page 10-5. Delete last paragraph on page.</li> <li>Page 11-9. Fifth paragraph, line 11, change "Familiarization Firing" to "Firing for Familiarization."</li> </ul> </li> <li>2. Post these changes according to DA Pamphlet 110-13.</li> <li>3. File this transmittal sheet in front of the publication.</li> </ol> <p>DISTRIBUTION RESTRICTION. Distribution authorized to U.S. Government agencies only to protect technical or operational information from automatic dissemination under the International Exchange Program or by other means. This determination was made on [enter date]. Other requests will be referred to [insert office symbol and address of proponent].</p> <p>DESTRUCTION NOTICE. Destroy by any method that will prevent disclosure of contents or reconstruction of the document.</p>
---	--

Figure 3-2. Sample write-in change instructions for bound publications.

MILESTONE WORK SHEET (TRADOC Reg 25-30)		
STEPS (Individuals Involved)	WORKING DAYS	MILESTONES
<b>PRELIMINARY DRAFT</b>		
1. Plan publications (S)	4	<u>1 Oct</u> START DATE
2. Conduct research; prepare outline (S, E)	18.5	
3. Obtain integrating center (TRADOC) approvals of outline (S)	10	<u>131</u> calendar days
4. Write, edit draft (S, E)	45	
5. Word process draft (WP)	4.5	
6. Proofread, correct draft (E, O, WP)	6	
TOTAL WORKING DAYS	88	
<b>COORDINATING DRAFT</b>		
7. Incorporate staffing changes (S, E)	10	<u>63</u> calendar days
8. Proofread, correct draft (E, O, WP)	5	
9. Obtain approval (S)	10	
10. Reproduce, print draft (O)	7	
11. Staff externally (S)	10	
12. Resolve comments; incorporate changes (S, E, V)	3	
TOTAL WORKING DAYS	45	
<b>FINAL EDITED AND FINAL APPROVED DRAFTS</b>		
13. Finalize draft (E, WP)	3	<u>96</u> calendar days
14. Proofread, correct draft (E, O, WP)	4	
15. Obtain SME approvals (E)	2	
16. Obtain agency approval (S)	10	
17. Staff with integrating center (TRADOC) (S) allow 30 days for TRADOC approval of FMS	30	
18. Incorporate integrating center (TRADOC) input (S, E)	2	
19. Proofread, correct draft (E, O, WP)	2	
20. Obtain integrating center (TRADOC) approvals as necessary (S)	10	
21. Finalize final approved draft (E)	3	
TOTAL WORKING DAYS	66	
<b>CRC (Alternative 1) (See TRADOC Reg 25-30, Chap 9)</b>		
22. Design publication and prepare comprehensive dummy (V, T)	23	<u>52</u> calendar days
23. Review, approve comprehensive dummy; consolidate errata (E, S)	4	
24. Initiate DA Form 2601*	1	
25. Prepare index (S, E)	1.5	
26. Review, approve corrected CRC (S, E, V)	3	
27. Forward CRC to USATSC (mail time)	5	
TOTAL WORKING DAYS	36.5	
<b>CRM (Alternative 2) (See TRADOC Reg 25-30, Chap 9)</b>		
22. Design publication and prepare comp dummy (V, T)		
23. Review, approve comp dummy; consolidate errata (E, S)		
24. Initiate DA Form 2601*		
25. Prepare index (S, E)		
26. Produce CRM (T)		
27. Review, correct, and approve CRM (S, E, V)		
28. Forward CRMs to USATSC (mail time)		
TOTAL WORKING DAYS		
		<u>28 Sep</u> CONTRACT DELIVERY DATE

\*Functions accomplished concurrently with other functions

Key: S - SME, E - Editor, V - VIS, I - Illustrator, T - Typesetter, WP - Word Processor Operator, O - Other

TRADOC FORM 151-R, Sep 89

8 1/2 x 11

Figure 3-3. Sample milestone work sheet.

Remember that substeps may vary from project to project and that some may occur concurrently. Some substeps, such as proofreading, may require additional personnel. Be sure to account for time spent on requirement outside the immediate activity such as field review, reports and forms approval, and printing. When projecting milestones, also consider other projects in production. Time for editing and design will vary with each project depending on the condition of the manuscript and the number of pages involved. Use table 5-2 as a guide for estimating staffing time.

e. Other considerations during planning are whether your publication will be bound or loose-leaf, whether it needs to be other than a standard size, and whether or not you need color- matters that you should discuss with the VIS if you are preparing a new publication.

(1) Binding. Binding alternatives are perfect, saddle-stitch, and side-stitch. In perfect binding, flexible adhesives hold the pages together and affix them to the cover. In saddle-stitching, staples through the fold at the center hold the pages together. In side-stitching, staples placed parallel to the gutter edge and inserted from front to back covers bind the pages together. Side-stitching or side-stapling often serves as a temporary binding for loose-leaf publications, holding the pages together during shipment. In loose-leaf binding, the pages are separate and drilled so that users can update frequently changed publications by replacing pages. Figures 3-4 and 3-5 illustrate bound and loose-leaf configurations; table 3-1 lists the references for determining the binding for ADTL publications.

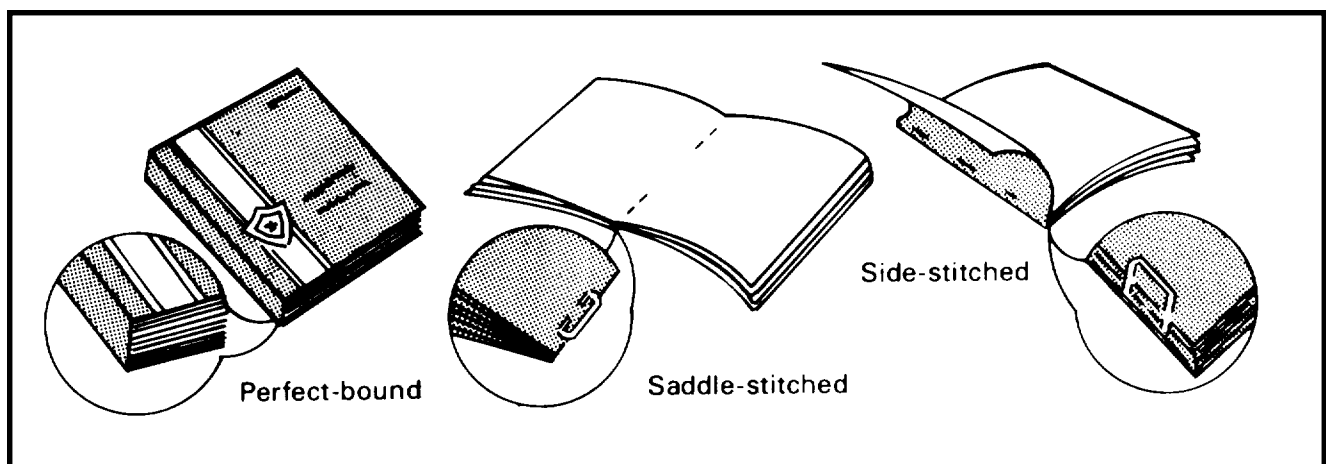


Figure 3-4. Configuration of bound publications.

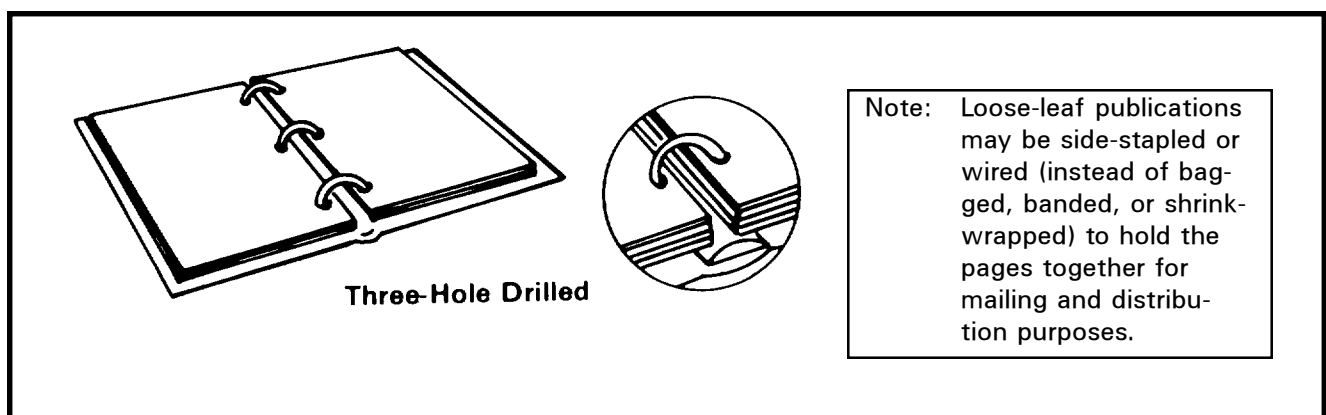


Figure 3-5. Configuration of loose-leaf publications.

**Table 3-1**  
**References for determining publication configuration**

Publication	Reference
FM, TC	Chap 9, this reg
SM, TG, JB STP	TRADOC Reg 351-11; chap 9, this reg
MQS STP	TRADOC Reg 351-12; chap 9, this reg
ARTEPP	TRADOC Reg 310-2; chap 9, this reg

(2) Size. Table 3-2 shows sizes authorized for doctrinal and training publications. The standard CRC size of 8 1/2 by 11 inches (see chap 8) or CRM size of 8 3/8 by 10 7/8 inches will meet most ADTL user needs. However, pocket size is appropriate for publications that soldiers must take into the field and refer to often. When considering any size smaller than standard, remember that reducing the size increases the thickness, possibly to the point that the publication becomes

useless. Remember also that photographic reduction of existing CRMS will decrease the size of both type and graphics, possibly to the point of being illegible. Figure 3-6 illustrates how size affects thickness. Figure 3-7 illustrates how photographic reduction can affect legibility. When considering other than a standard size publication, take into account its intended use, as well as the subject matter, primary audience, anticipated number of pages, and format requirements.

(3) Color.

(a) No more than two flat colors (black and one other) are authorized for an entire publication, excluding the cover (see chap 6). The second color must be essential and functional. It will not be used solely for cosmetic purposes. Changes must conform to the colors of the basic publication.

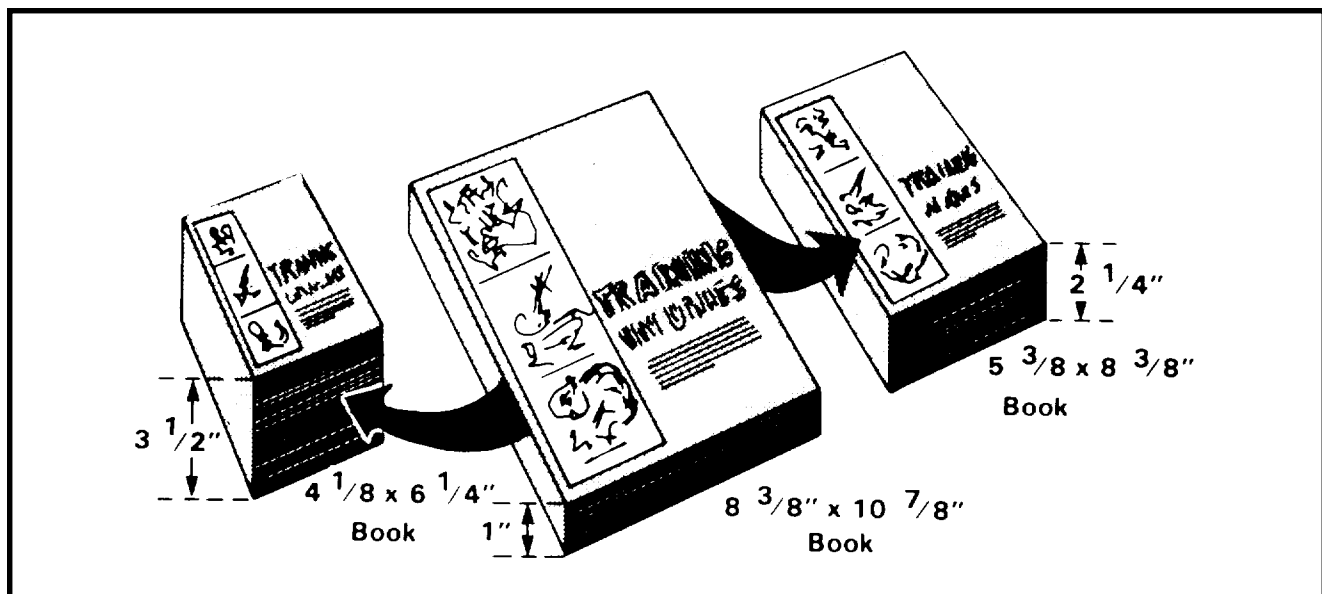
(b) If more than two colors are required, send a request for exception to Commander, USATSC, ATTN: ATIC-ETL-D, Fort Eustis, VA 23604-5168. Fully explain the situation and the reasons why the additional color or colors are justified.

**Table 3-2**  
**Authorized sizes for ADTL**

Authorized Trim Sizes	FM	TC	ARTEPP		SM <sup>1</sup>	STP		MQS
			MTP	Drill		TG <sup>1</sup>	JB <sup>2</sup>	
3"x 5"							o	
4 1/8" x 6 1/4"	o	o	o	o	o	o		o
5 3/8" x 8 3/8"	o	o	o	o				
8 3/8" x 10 7/8"	o	o	o		o	o		o

1. SMs and TGs may be combined into one publication or produced separately.

2. JBs must be separate publications.



**Figure 3-6. Example of thickness caused by conversion.**



**Table 3-4**  
**Publication contacts at HQ TRADOC**

Office	Office Symbol	Subject Area
TRADOC ODCSDOC (Office, Deputy Chief of Staff for Doctrine)	ATDO-M	TRADOC Reg 11-7
	ATDO-J	ISAs
TRADOC ODCST (Office, Deputy Chief of Staff for Training)	ATTG-I	Individual training (basic and noncommissioned officer)
	ATTG-U	Unit training; TRADOC Reg 310-2; ARTEPPs
	ATTG-OWO	Warrant officer training
	ATTG-O	Officer training
TRADOC ODCSCD (Officer, Deputy Chief of Staff for Combat Developments)	ATCD-P	TRADOC Reg 11-16; operational concepts; tables of organization and equipment (TOES)
TRADOC ODCSPAL (Office, Deputy Chief of Staff for Personnel, Administration, and Logistics)	ATPL-B	Guidance and information for determining the target audience RGL
TRADOC ODCSINT (Office, Deputy Chief of Staff for Intelligence)	ATIS-TS	TRADOC Reg 381-1
USATSC Army Extension Training (AET) Directorate, Literature Division	ATIC-ETL-M	AR 25-30, chap 5; 5-year ADTL schedule; distribution; inclusion of forms; changes; rescissions; publication numbering
	ATIC-ETL-E	This regulation; editorial policy and procedures; editorial reviews; RGLs; the GS-1082 writer-editor intern program; ADTLP bulletin Pen Point
	ATIC-ETL-D	DA Pam 25-36; design policy and procedures; design and printability reviews; and CRM specifications
	ATIC-IT	TRADOC Regs 351-11 and 351-12; STPs
Devices Management Directorate (DMD)	ATIC-DMT	GTAs

b. **Methods.** Any writing project that requires numerous references also requires a formal research procedure. Suggestions for identifying references and recording applicable data appear below.

(1) First examine the date of each potential reference for its relevance. For nonmilitary sources, determine whether the author is qualified to write as an authority on the subject. Check the table of contents and the index for applicable material. Quickly glance over the contents of the document, paying particular attention to headings and topic sentences. Do not try to read every passage.

(2) Complete an index card for each reference as you consider it. Record where you found the reference so you can refer to it again. Although you may eventually discard some references, record each one accurately and completely the first time to save time and avoid inconvenience later.

**3-3. Restrictions.** As you conduct your research and gather information from which to write, be aware that certain restrictions apply.

a. **Cartoons.** Although simple cartoons may be useful to illustrate a point or to aid retention, you must select them with care. What may appeal to some may be offensive to others.

b. **Citations.**

(1) Do not cite or list as a reference coordinating drafts of projected manuals. Such drafts may change drastically during the review process, and funding constraints may delay printing for months.

(2) You may cite in your publication and list under *sources used* command level publications such as field circulars (FCs), multiservice publications carrying TRADOC pamphlet numbers, and TRADOC 525-series pamphlets. Do not list these references under *documents needed*.

c. **Color.** Color is limited to one color in addition to black (see para 3-if(3)).

d. **Copyrighted material.**

(1) You must assume that copyright law protects all material published in nongovernment publications. Refer to AR 25-30 for information on the use of copyrighted material.

(2) You are responsible for obtaining permission to use copyrighted material. The DA Form 260 requesting that your publication be printed must include a copy of the copyright release. Initiate requests as soon as practicable so that waiting for necessary releases does not delay publication. Follow the guidance below when preparing your request:

(a) Ask to use only what you actually need.

(b) Fully identify the material you wish to use.

(c) Indicate where you will place the acknowledgment (see chap 6) if acknowledgment is desired.

(d) If acknowledgment is desired, request that the owner or agent specify the exact wording.



(e) Prepare a permission statement that specifies the exact material being (desired to be) released and include a signature line. Enclose duplicate copies with your request so that the owner or agent need only sign and return one copy when granting permission.

(f) Include a postage-paid, self-addressed envelope.

(3) If you obtain permission to use copyrighted material, you must provide credit lines and bibliographical citations, as well as footnotes, endnotes, or in-text notes. See chapter 6 for format requirements.

e. Credits. You may not include the names of the writer, the illustrator, or anyone else involved in preparation or any manufacturer's symbol or trademark in doctrinal or training publications.

f. Definitions. Avoid placing definitions, especially JCS definitions, in the body of your text. JCS definitions conform to the style requirements of the originating service and rarely are consistent with the style prescribed in this regulation. Therefore, confine them and as many other definitions as possible to the glossary.

g. Forms. Restrictions on the inclusion of forms in your publication follow. For guidance on developing forms, contact your agency FMO or Commander, USAPPC, ATTN: ASQZ-PGF, Alexandria, VA 22331-0302.

(1) You may not include blank copies of stocked forms in DA publications. Nor may you include command and agency forms. However, you must include a sample of a completed DA-approved, locally reproducible (-R) form and a blank copy in the publication prescribing that form. State in the text that the form can be locally reproduced and specify the size. For example, *Locally reproduce DA Form XXXX-R on 8 1/2- by 11-inch paper.*

(2) You must be cautious when developing graphics, such as checklists or work sheets, that may have forms implications. When in doubt, check with your FMO.

(3) You must avoid illustrations of completed forms when the forms are available through publications supply channels, are simple in design, and have clear requirements. However, if a form or the instructions are complex, include an illustration with sample entries. Always include illustrations of sample completed forms when the illustration will reduce detailed narrative instructions.

(4) If a form requires the user to submit personal information, you must add a Privacy Act statement (see AR 340-21) to it.

h. Government-published material. Nothing prepared by employees of the U.S. Government as part of their official duties is protected by copyright. By law, such products are in the public domain. If they are unclassified, they may be reproduced, distributed, extracted, repeated, or displayed. When using government-published material, however, be alert for copyrighted material that it may include. If copyrighted material is part of government-published material you wish to use, you must review the terms of the original

release before using it. Ordinarily you will have to obtain a separate permission from the copyright owner to use the material in any but the publication specified in the original release. Also be aware of classification restrictions on government material.

i. Humor. Humor rarely has a place in ADTL. These publications are a serious and important part of soldiers' training. Treating them as such does not preclude the use of an amusing anecdote to illustrate a point, but you must avoid humor for humor's sake.

j. ISAs. You may not append an entire ISA to your publication, and you must keep extracts to the minimum necessary to convey your information. Therefore, if your book will implement an ISA you must determine some other appropriate way to include all salient portions of the agreement.

k. Multiservice publications. Because these publications are ratified by the other participating services, they must also satisfy certain requirements of those services. Among these are signatures, distribution restrictions, and authorizations. Refer to chapter 6 for guidance on format and be sure you have reached an understanding with the participating services before you proceed.

l. Multivolume publications. Be prepared to justify the use of volumes. You must coordinate with USATSC Literature Division before proceeding with development.

m. Notes. Do not use notes to alert readers to the danger of death or permanent injury, to warn them of immediate personal injury or damage to equipment, or to caution them about similar possibilities. TRADOC-approved formats for such notices are at chapter 6.

n. Reports. You must obtain DA approval to request reports from other commands. Standard data elements must be used for all data collections. To ensure you have approval in time for publication, initiate your request for approval early.

o. Trade or brand names. Whenever possible, you must use a generic term when referring to a product. For example, use *copier* instead of *Xerox*, *facial tissue* instead of *Kleenex*, and *adhesive bandage* instead of *Band-Aid*. You may use commonly accepted names when necessary for clarity and comprehension such as *lucite* instead of *an acrylic resin consisting primarily of...* Do not use product names in any way that may indicate an endorsement of the product. When in doubt, consult the local Judge Advocate General's (JAG) office for guidance.

**3-4. Guidelines.** How you approach your writing assignment will depend on your experience with and knowledge of publications requirements. For best results, start your project using the following guidelines.

a. As the SME, you are responsible for the contents of your publication. However, you will need the assistance of an editor and a VIS who are responsible for preparing and producing the publication according to prescribed policies and standards. Editing done concurrently with writing, rewriting, and revising will considerably reduce the time required to prepare each draft. To free yourself to concentrate on the substance

of the publication, rely on the editor for the myriad of technical details outlined in the chapters that follow.

b. One of your most important responsibilities is to maintain an historical file on the project. Doing so will ensure continuity should another SME have to complete or revise the publication. At a minimum, the file should include-

(1) Verification of the requirement for the new publication, change, revision, or consolidation.

(2) All approvals and coordination.

(3) A list of references and sources.

(4) A list of points of contact (POCs).

(5) Data relating to the target audience.

c. To communicate successfully with your readers, find out who they are. They may be a definitive group: commanders, commanders and their staffs, unit leaders, trainers, soldiers being trained, soldiers responsible for a single task, technical experts, or people with virtually no technical knowledge at all. They maybe a combination of such groups. To target your publication effectively, identify its readers by branch, specialty, and grade (see table 3-5). Knowing your readers will-

(1) Influence the approach you take. How will the readers use the publication? To what organizational or operational level(s) are they assigned? Is their knowledge general or are they specialists in the field?

(2) Influence what and how much information to include, Are the users new recruits with a limited knowledge of the subject or are they career soldiers? Are they inexperienced in Army methods or have they been around long enough to write the books themselves? An audience well-versed in a subject needs less detail, background, and even illustrations than one that is just beginning. Write the publication for those in your audience who have the least knowledge, training, and background.

(3) Influence how you address them. Are the users members of a specific audience that you can address directly, that is, in second person, or is the publication for different audiences? If it is for two or more audiences, specify which the text addressee. If the publication has multiple audiences, consider writing in third person to communicate effectively.

(4) Dictate the RGL of the publication. How well do the users read? How well do they understand the terminology used? Each year, HQ TRADOC provides preparing agencies with mean general technical (GT) scores and conversion charts that will help them determine the RGLs of soldiers in each military occupational specialty (MOS) and skill level. See appendix D for guidance on calculating the RGL of a publication.

**Table 3-5**  
**Target audience for each type publication**

Publication	Users
FM, TC ARTEPP	Various users, depending on subject matter
MTP	Unit commanders and trainers, battalion and below
Drill	Squad and platoon
STP	
TG	Unit commanders and trainees
SM	Trainers and soldiers in each skill level
JB	First-line supervisors, skill levels 1 and 2
MQS	Officers

d. Before you begin writing, be sure that you understand your subject thoroughly. If you don't understand what you're writing about, neither will your readers.

e. Avoid the temptation to do a *cut-and-paste job*. Cutting and pasting is nothing more than compiling disjointed pieces written by diverse authors for a variety of readers and purposes. No matter how cleverly you string together passages clipped from other publications, the result will usually be marked by repetition, contradiction, and disorganization. Instead of cutting and pasting-

- Study the information gleaned from research,
- Evaluate ideas in light of your own experience,
- Select the pertinent points,
- Add what you know, and
- Express ideas in your own words.

f. Consider borrowed statements with caution. Borrowed statements are those you pick up during research and pass on to your readers with little or no analysis. They often result from cut-and-paste efforts. On the surface, borrowed statements are altogether reasonable, but on critical examination they may be ambiguous or make no real sense at all. Once incorporated, such statements are difficult to remove unless you know what they mean. Therefore, before including them, be absolutely sure of their meaning and worth. If borrowed statements contain something worth saying, be sure they say it simply, clearly, and accurately; if not, discard them. Remember that no statement is valid simply because it is in print.

g. Use extracts judiciously.

(1) Extracts can detract from your book if you use them carelessly. They can break up the continuity if their tone, format, or purpose does not match your publication's. They can break up the continuity, too, if they are long, complicated, or numerous.

(2) Your alternative to extracting are to reference the information or to paraphrase it. Refer to other sources to help streamline your publication; paraphrase to help the source material better fit the purpose and tone of the new publication. Another alternative is to locate extracts in appendixes or format them as special segments so they don't compete with the text. Valid reasons for extracting information are-

(a) To ensure that readers will see the material.

(b) To increase credibility by citing a recognized authority.

(c) To provide a point of departure or foundation on which to build new ideas.

(d) To cite the exact material that the text is analyzing.

(e) To capture the voice of the original and to communicate its point of view for the sake of authenticity.

(f) To preserve the exact words or data from the original because they are so well expressed or conveniently formatted.

h. Be wary of jargon. Jargon is another potential pitfall. As your technical knowledge in a particular field increases, you naturally become familiar with the vocabulary peculiar to that field. Be careful, however, how you use technical terms and expressions in your writing. Often, understanding hinges on the meaning of a single technical word. To avert misunderstanding, explain in detail every term that might not be clear to the users.

i. Do not use dictionaries casually. You will probably consult the dictionary as frequently as any other source. But you must understand something about them. Dictionaries differ from one another in matters as basic as spelling and pronunciation. Some dictionaries do not distinguish between what is acceptable in colloquial speech and what is standard for written text. Dictionaries list meanings differently-by chronological appearance in English, by frequency of use, and by preference. And few dictionaries explain the shades of meaning among synonyms. Thus, in tracking down spelling, hyphenation, usage, and meaning, you must approach dictionary information with care. Refer to paragraph 7-48 for preferred spellings before consulting the dictionary.

j. Finally, classify correctly. If your publication is classified, check with your security officer for instructions on marking and handling. Refer to AR 340-17 and AR 380-5 for guidance.

## Chapter 4

### Preparing the Preliminary Draft

**4-1. Outlining.** The outline is the foundation of a successful publication. It shows the proposed contents, sequence of presentation, and extent of subjects covered.

The outline will assist in assessing the proposed organization and promote logic. A sound outline will guide you through your writing and ensure that the publication is moving in the right direction. Develop your outline as follows:

a. Prepare a preliminary outline.

(1) Topics for the publication will emerge from your discussions, your research, and your knowledge and experience. Write each one on a separate card. Preparing topic cards will help you to organize by giving focus to otherwise vague concepts, creating an inventory of your ideas, and providing a practical way to manipulate them.

(2) Arrange the cards according to relation and logic, deleting unwanted ideas and adding new ones whenever necessary. Use the topic cards to prepare the preliminary outline. Ensure that your main topics are of equal importance (see para 4-2c). Expand your outline by determining the scope of each topic. (Including pertinent references will be useful when you begin writing and later when you prepare your list of references. ) See figure 4-1.

b. Work your outline.

(1) When you begin writing in earnest, the preliminary outline becomes a working outline. As writing progresses, new ideas and facts will emerge to change what you have already written, as well as what you planned to write. When changes occur, adjust the outline, ensuring that it remains logical and consistent.

(2) As you develop the working outline, ask the editor to assess it for logic, consistency, parallelism, and coherence and to suggest necessary adjustments. Doing so will save time as the publication progresses. The editor will ensure that the outline is clear and logical, that it flows naturally from one idea to the next, and that it covers related information in the same organizational units.

c. Staff your outline. Agencies determine internal staffing for the working outlines of their doctrinal publications. (Internal staffing will include editorial review.) In addition, the integrating centers and HQ TRADOC must approve the outlines of certain publications (see TRADOC Reg 11-7). They will comment on, approve, or disapprove your outline and return it to you. When submitting the outline of a change or revision to TRADOC, include a fact sheet detailing the major changes to the publication.

d. Finalize the outline. After editing the publication, the editor will prepare a final outline to ensure that the organization is accurate, parallel, consistent, and complete (see para 5-2b(4)). The editor will provide a copy of the final outline to the VIS to assist in designing or formatting the publication.

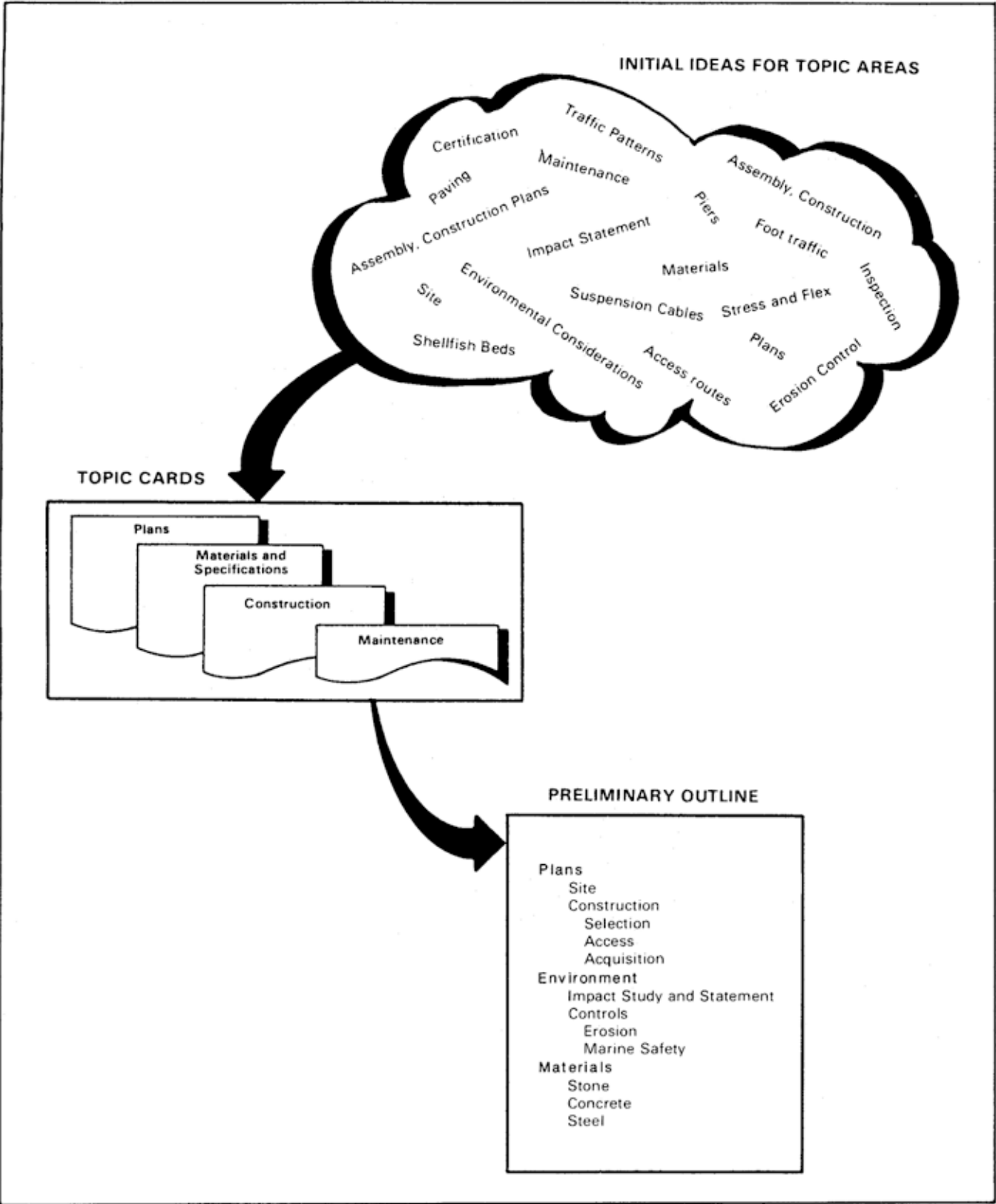


Figure 4-1. Steps for producing a preliminary outline.

**4-2. Organizing.** Organizing involves the logical, coherent, balanced, and consistent arrangement and presentation of information. Organization derives from the subject matter and is reflected in the titles and subtitles used in the publication. Properly organized text is essential to comprehension. An organizational checklist appears in paragraph 5-2b(4).

a. Logic. You may organize the text using parts, chapters, sections, numbered or unnumbered paragraphs, subparagraphs to the third division, and laundry lists. The logic of the organization must evolve from the publication title. The headings of each component used will reflect that logic.

(1) Publication title. The title of the publication will clearly specify its contents. It will be broad enough to cover every major topic, and it will tell the readers whether the publication contains information they need. If the title falls short of this requirement, rewrite it or add a subtitle. A title may be changed up to the time the DA Form 260 is forwarded to DA. The following examples show what is expected in a publication based on its title:

*BRIDGE CONSTRUCTION: Detailed Guidance on Construction of a Drawbridge*

**or**

*CONSTRUCTION OF A DRAWBRIDGE*

[Publication should focus on how a drawbridge is constructed.]

**or**

*THE DESIGN AND CONSTRUCTION OF BRIDGES*

**or**

*BRIDGE CONSTRUCTION*

[Publication should include information on basic bridge construction or the construction of several types of bridges.]

(2) Component titles. Component titles must proceed logically from the title of the publication down through each level of organization—from parts through paragraphs. Following is an example of the logical emergence of organization from a publication's title:

*FM XX-X - CONSTRUCTION OF A DRAWBRIDGE*

*Chapter 1 Developing Plans*  
*Chapter 2 Preparing the Site*  
*Chapter 3 Assembling Materials*

**or**

*FM XX-X - BRIDGE CONSTRUCTION*

*Part One - TRUSS BRIDGES*  
*Chapter 1 Simple Truss Bridge*  
*Chapter 2 Continuous Truss Bridge*  
*Part Two - SUSPENSION BRIDGES*

[Publication may discuss anything of a general nature or a combination of topics pertaining to bridges, or it may simply list or show different types of bridges.]

(a) Parts. Whether you use parts will depend on whether your discussion of each main topic comprises chapters or only paragraphs. A publication may divide into parts when it is clear that the chapters should logically appear under collective headings. If you use parts, do not include chapters in your book that cannot be encompassed in a part. Each part heading must be a logical subdivision of the publication title, and each part should include at least two chapters. For example, if your publication title were *TRANSPORTATION*, you might have the following parts: Part One *LAND TRANSPORTATION*, Part Two *AIR TRANSPORTATION*, and Part Three *WATER TRANSPORTATION*. Part One would include chapter headings such as *Railroads*, *Trucks*, and *Automobiles*.

(b) Chapters. Books usually divide into chapters, but occasionally they will not (see (c) and (d) below). Chapters will contain two or more main paragraphs. If your publication were titled *URBAN TRANSPORTATION*, it might contain chapters headed *Subways*, *Buses*, and *Automobiles*.

(c) Sections. Books may divide into sections when chapters are not warranted. At least two sections are required. Chapters will divide into sections when two or more main paragraphs within the chapter should logically appear under a collective heading. If, for example, the chapter heading or book title is *PUBLIC TRANSPORTATION*, you might have the following sections: Section I, *Air*; Section II, *Land*; Section III, *Water*. Each of these sections would include at least two main paragraphs. Do not use sections if the publication would be equally effective using main and subordinate paragraphs. Special considerations for sections appear below.

- Section I must begin at the start of the chapter. Under no circumstances may any information other than a brief untitled and unnumbered introductory paragraph precede section I. Otherwise, sections would be subordinate to the information preceding section I.

- One chapter may divide into sections while others do not. Assess each chapter individually. However, beginning each chapter with an untitled introductory paragraph will ensure consistency among chapters that have sections and those that do not. When every chapter divides into sections, section I of each may contain the introductory, or general, information.

(d) Paragraphs. When information is not sufficient for chapters or sections, a publication may subdivide immediately into main paragraphs. For example, a brochure on transportation in and around a particular city might discuss each type of transportation in a single paragraph. Main paragraphs and subparagraphs may also divide. If any paragraph divides, it must divide into at least two paragraphs at the next lower level of

subordination. Do not subordinate beyond the third subparagraph; if appropriate, use laundry lists.

b. Coherence. Coherence is the orderly development and smooth transition among and within the components of a publication—from parts down to sentences. Coherent writing clearly indicates the relationships among ideas. It sticks to the subject and to the purpose of the publication and presents ideas in logical sequence. Sentences should flow easily from one to the other, bound together in an orderly, coherent fashion. Strengthen coherence with transitional words and phrases, parallelism, and judicious repetition. Eliminate duplication.

(1) Transition. Use transition to relate what has been said with what will be said. Transition keeps thoughts flowing smoothly from paragraph to paragraph.

(2) Parallelism. Titles at the same organizational level require the same structural units—for example, phrases or single words. They also require the same grammatical form—for example, nouns, verbs, or adjectives. Following are examples of parallel construction:

**Example 1:**

*Equipment*  
*Control*  
*Maintenance*  
*Setup*  
*Operations*

**or**

*Controlling Equipment*  
*Maintaining Equipment*  
*Setting Up Equipment*  
*Operating Equipment*

**but not**

*Equipment Control*  
*Maintenance*  
*Setting Up*  
*Operations*

**Example 2:**

*When ordering a dismount, consider—*

- *Crew fatigue*
- *Loss of protection*
- *Loss of mobility*

**Example 3:**

*Principal Requirements*  
*The first requirement is. . .*  
*The second requirement is. . .*

**Example 4:**

*To store ammunition*

- *Clear a 50-foot firebreak.*
- *Provide fire extinguishers.*
- *Formulate a fire plan.*

(3) Repetition. Repeat titles only when presenting like information on different topics or if a title can subdivide into its primary elements. Examples follow:

**Example 1:**

*Part One ADMINISTRATIVE PUBLICATIONS*  
*Chapter 1 Development*  
*Chapter 2 Preparation*  
*Chapter 3 Printing*  
  
*Part Two EQUIPMENT PUBLICATIONS*  
*Chapter 4 Development*  
*Chapter 5 Preparation*  
*Chapter 6 Printing*

**Example 2:**

*Chapter 2- Soviet Surface-to-Air Defenses*  
  
*2-1. SA-2 Guidelines SAM*      *2-2. SA-3 GOA SAM*  
*a. Type of warhead.*                      *a. Type of warhead.*  
*b. Maximum effective range.*      *b. Maximum effective*  
*c. Associated radars.*                      *range.*  
    *c. Associated radars.*

**Example 3:**

FM XX-X - *INSURGENCY AND*  
*COUNTERINSURGENCY*  
  
*Part One INSURGENCY*  
*Part Two COUNTERINSURGENCY*

(4) Duplication. Chapter titles will not duplicate the book title, and no title within a chapter will duplicate the chapter title. Remember that they are subdivisions of the next higher element. One frequent error is including a paragraph titled *Background* in a chapter titled *Background*. Other examples follow:

**Example 1:**

Incorrect Duplication

*TITLE: ADMINISTRATIVE, EQUIPMENT, AND*  
*TRAINING PUBLICATIONS*  
  
*Chapter 1 Administrative, Equipment, and*  
*Training Publications*  
*Chapter 2 Print Requirements for Training*  
*Publications*  
*Chapter 3 Distribution Requirements*

A Correct Solution

*TITLE: ADMINISTRATIVE, EQUIPMENT, AND*  
*TRAINING PUBLICATIONS*  
  
*Part One ADMINISTRATIVE PUBLICATIONS*  
*Part Two EQUIPMENT PUBLICATIONS*  
*Part Three TRAINING PUBLICATIONS*

**Example 2:****Incorrect Duplication**

*Part One ADMINISTRATIVE PUBLICATIONS*  
*Chapter 1 Administrative Publications*  
*Chapter 2 Development and Preparation of*  
*Administrative Publications*

**A Correct Solution**

*Part One ADMINISTRATIVE PUBLICATIONS*  
*Chapter 1 Development*  
*Chapter 2 Preparation*

**Example 3:****Incorrect Duplication**

*Chapter 1 Responsibilities*  
*1-1. Responsibilities*  
*1-2. DA*  
*1-3. TRADOC*

**A Correct Solution**

*Chapter 1 Responsibilities*  
*1-1. DA*  
*1-2. MACOMs*  
*1-3. Preparing Agencies*

c. Balance. A publication must also convey a sense of balance among and within its components. If the title and purpose indicate that the publication will address public and private transportation, then the weight given each of these topics should be equal. The tone and emphasis given to the text and illustrations must also be balanced.

d. Consistency. Parts, chapters, and sections within a chapter must all begin and end alike. For example, if one chapter includes introductory material, all chapters must; if one section includes a summary, all sections must. These beginning and concluding elements will follow the same format, have the same headings, and be essentially the same length in each instance. Achieving a consistent appearance throughout the publication is difficult if one introduction or summary consists of only a few sentences while others cover several paragraphs.

**4-3. Putting words on paper.** Whether or not you are an experienced writer, putting words on paper can be the hardest part of your job. However, if you proceed carefully from this point and continue to work closely with your editor, your job will be easier.

a. Developing the draft. Your objective in the preliminary draft is to discuss every topic and subtopic. Using the outline as your guide, make the draft sufficiently complete to provide an overall view of the information to be covered and the objective to be achieved. Follow the format prescribed for the type of publication you are writing.

(1) Writing the preface. A good preface orients readers to the publication so they can quickly determine if the publication contains information they are seeking.

(a) Identify the audience and the purpose and briefly describe what the publication is about. You may include instructions for using the publication effectively and information such as the relationship of the publication to others in a series. If the publication you are writing implements one or more ISAs, identify them here (also see chap 6). Some sample prefaces follow:

**Example 1:**

*This manual is one of a series of training manuals for commanders and staffs at major Army commands (MACOMs), training bases, and units. It provides training doctrine for mobilization and war that applies to all elements of the Army. It outlines the mobilization process, the training requirements for the Total Army force facing mobilization, the necessary institutional and unit training, and the training support that will be available. Other manuals in this series are FM 25-1, FM 25-2, FM 25-3, and FM 25-4.*

**Example 2:**

*This manual-*

- *Identifies a leader's role and responsibilities.*
- *Explains procedures for teaching, coaching, and counseling subordinates.*
- *Helps develop cohesive, disciplined, well-trained units that can win under the stress of battle.*

**Example 3:**

*This circular provides Army planners and managers with information on how to handle both current and developing weapons on their ranges while dealing with scarce resources. It gives guidance on the standardization and consolidation of range and mobilization requirements, architectural and engineering support, and safety standards.*

(b) Ensure that you cover the entire scope of the book and that the information is presented in the book in the same general order that you present it in the preface. Also ensure that your outline covers every topic mentioned in the preface.

(2) Writing the introduction. An introduction is optional. Unlike the preface which is about the publication, the introduction focuses on the publication's contents. It sets the stage, provides background, or presents information about the subject that will help the users better understand what they are about to read. It often contains historical background.

**(3) Writing the body.**

(a) To structure the body of your book properly, be familiar with the four types of paragraphs: introductory, topical, transitional, and concluding.

- Introductory paragraphs simply introduce material. Each part, chapter, section, or main paragraph may begin with introductory remarks. Ensure that subsequent material discusses all points covered in the introductory remarks. Whether developing a concept, describing a new procedure, or explaining how

equipment operates, do not raise the reader's expectations and then fail to meet them. Know what you intend to do, state what it is, and follow through.

- Topical paragraphs develop information about the subject and its component ideas. The core of such paragraphs is the topic sentence. This sentence states the theme or controlling idea. Each paragraph has only one topic sentence, usually placed at the beginning. Succeeding sentences add supplementary information which should relate directly to that sentence. The paragraph should not contain extraneous or irrelevant ideas or facts.

- Transitional paragraphs, however brief, signal a major change to an idea.

- Concluding paragraphs summarize main points, present conclusions, or evaluate preceding information. Complex or lengthy material may require a summary. However, adding summaries to short and direct material not only wastes time but may even annoy readers.

(b) Give paragraphs direction. The direction may be chronological or sequential. It may move from the specific to the general or from the general to the specific. It may stress reasons or motives, or it may concentrate on effect. It may be categorical and place items in a class, or it may be analytical and divide the class into its components.

(c) Vary paragraph lengths according to type and to information discussed. Paragraphs should have at least two sentences. An average for doctrinal and training publications is five to seven sentences. Paragraphs may reasonably expand as the level and complexity of information demands.

(d) Use laundry lists to present information more clearly. One effective idea is to list topics before discussing them. An example follows:

*The four general categories are-*

- *Understanding the problem,*
- *Unifying the effort,*
- *Sustaining the effort, and*
- *Executing the mission.*

(e) Strive for a positive, professional tone. An indifferent attitude about the subject or feelings of anger or frustration about writing can have a subtle, yet debilitating, influence on the tone. Tone will also be affected if you project a sense of superiority to, or intimacy with, the audience.

(f) Develop an effective writing style. Style reflects tone and involves the words you select and the ways you use them. Style can be as informal as a thank you note or as formal as a letter for the President's signature. Effective doctrinal and training publications avoid both of these extremes. Based on your regard for the users and your respect for the subject, aim for objectivity and precision. To develop an effective style, adhere to the following principles:

- Never talk down to the reader.
- Use familiar words, relevant examples, and available references.
- Avoid trite expressions and slang.
- Avoid using big or unusual words.
- Avoid overwriting for a literary effect.
- Avoid sounding *folksy*.
- Vary the length and structure of sentences for greater interest.
- Present ideas adequately, logically, and factually.
- To establish a relationship with the readers and to make them respond personally to the publication, use the second person pronoun *you* when suitable.

(g) Be specific. Readers draw on their own knowledge and experience to interpret the meaning of words. To avoid misunderstanding, use concrete words whenever possible. Concrete words represent objects the reader can see, hear, touch, taste, or smell. They make the meaning of your writing more specific. The following list illustrates the subtle differences in terms that change concrete words to abstract ones. As each term becomes less specific, it also becomes subject to different interpretations.

*Rifles*  
*Guns*  
*Firearms*  
*Weapons*

(h) Choose words carefully. To communicate effectively, use simple, direct words. For example, *staff car* is almost always better than *administrative vehicle* and *M16* better than *individual weapon*. Do not use phrases such as *passage of messages* when *passing messages* will do. Use jargon and alternate word forms only when readers know them as well as or better than the terms they represent (see chap 7). Otherwise, jargon will hinder communication.

(i) Use personal pronouns whenever possible. When writing to a specific audience, as in a trainer's guide, use the second person pronoun *you*. In such a context, readers will have no doubt about the referent. In a publication with a broader audience, specify the user: the commander, the platoon sergeant, the soldier, for example. Use the third person pronouns, *he, she, it, they; him, her, it, them; his, hers, its, theirs*, only when their antecedents are absolutely clear. When applicable, include the neutral language statement (see chap 6).

(j) Use neutral language. Write *Soldiers complete their training* rather than *The soldier completes his or her training*. Words such as *the* and *a* are also helpful. See AR 25-30 for other examples of avoiding sexually specific language.

(k) Be clear. Avoid sentences like the following which, even when reread, may not be clear:



*The fewer the number of weak links and the less the weakness of any one link, the longer is a unit able to function usefully (with, at least, some effectiveness).*

*Knowledge of support- level partial and complete operations by using units expedites setting up the facility and enables more effective decontamination of personnel and equipment.*

(1) Be consistent. Style must remain consistent from chapter to chapter. Throughout a publication, always use the same word to represent the same thing unless you explain the change. For example, do not refer to a gun as the *weapon* in one place and the *weapon system* in another. These subtle changes in terminology may confuse your readers. Once you choose a term, stick to it. Repeating key words and phrases helps to maintain continuity. Also avoid unnecessary or confusing shifts of subject, number, tense, voice, point of view, or pronoun references. Do not address your users personally in some instances and talk about them in others. Discussions can switch from second to third person, but they must do so clearly and correctly. Nothing confuses readers more than inconsistency.

(m) Be concise. Review the draft for unnecessary explanation and verbiage. Do not qualify statements by repeating the conditions over and over again. Such repetition may give you a sense of security, but it loses readers. To be concise, present the facts logically. The better organized you are, the fewer words you will need. Tell your readers only what they need to know and avoid surrounding the facts with unnecessary information. For instance, if one or two examples are not sufficient to make a point, rewrite them to do a better job. Finally, eliminate every word that does not contribute to understanding. Following are examples of unnecessary explanation:

**Example 1:** *This trainer's guide has been developed to assist you, the trainer, in planning, preparing, and conducting training in your unit.*

Examine the sentence for such phrases as—

- *has been developed.* The readers already know the guide has been developed; after all, they are reading it.
- *to assist.* Why use the two-syllable assist when a syllable can be saved by substituting *help*?
- *you, the trainer.* The *trainer* is not required. The readers already know that you refers to the trainer since they are, in this instance, reading a trainer's guide.
- *in planning, preparing, and conducting.* Changing to *plan, prepare, and conduct* eliminates one word and three syllables.
- *training in your unit.* Saying *unit training* eliminates two unnecessary words without any change in meaning.

Rewritten, the sentence is concise, to the point, and only half as long: *This guide will help you to plan, prepare, and conduct unit training.*

**Example 2:** *When a commander has elected to use deception, there must be a means of conveying his or her concept to those in his or her command who will carry the story to the enemy. This is done by directing the subordinate units, be they battalions of a brigade or brigades of a division, to carry out deception tasks of the various types discussed below. Those so tasked convey the deception story to the enemy using various methods to provide the enemy surveillance with false evidence; these are known as deception measures.*

This paragraph might be rewritten as follows: *When commanders elect to deceive the enemy, they direct subordinates to carry out the deception measures discussed below.*

(n) Be accurate. Correct grammar, spelling, and punctuation aid clarity and understanding. Misused, they can distort meaning, confuse the reader, and sometimes cause major problems. The following example illustrates how incorrect punctuation can make a significant, and sometimes costly, difference. A careless clerk inserted a comma in the sentence *Foreign fruit plants are free from duty* causing it to read *Foreign fruit, plants are free from duty*. Instead of exempting only fruit plants, the sentence with the added comma made all fruit *and* plants duty-free. Reportedly, the government lost \$2 million before the misplaced comma was removed. Rules of grammar are thoroughly covered in various style manuals; use them together with chapter 7 to write accurately.

(o) Emphasize the active voice. Nothing improves readability more than the use of active voice. In the active voice, the subject acts. In the passive voice, the subject is acted upon. Excessive use of the passive voice slows down writing, requires additional words, and leads to awkward shifts in structure. The active voice is generally more effective. For example, *The evacuation mechanism for unit proficiency is provided by the Army training and evaluation program* is obviously less readable than the active: *The Army training and evaluation program measures unit proficiency*. The passive voice is appropriate when the receiver is more important than the actor, when we do not know who performed the action, or if naming the actor is irrelevant, such as in the following examples:

*The soldier was commended for bravery,  
The hill must be taken.  
Paragraphs were numbered for easy reference.*

(p) Use tables. Whenever possible, simplify and clarify information by presenting it in tables. Tables systematically arrange comparative data in columns and rows for easy reference and comprehension. Plan tables carefully and consult a VIS for the most effective ways to present them. See appendix C for guidance.

(q) Use appendixes to further explain or supplement the text. However, do not include information in an appendix that should appear in the text. Appendixes may include original or extracted information such as lists, examples, tables, and instructions.

b. Assessing the draft. To assess the draft effectively, review a complete printed copy. Reviewing the draft this way will give you an opportunity to see your ideas as they appear cleanly and correctly typed. It will also give you the opportunity to consider presentation possibilities. Assessing the draft includes proofing for content errors, misspellings, and grammar and testing for readability.

(1) Proofing for misspellings may be done electronically if you have an automated system with spell-check software. However, proofing for grammatical and content errors should always be done by two people, one reading aloud to the other. This method also provides a second opinion on your manuscript.

(2) Testing for readability is one way to assess your draft for the extent of the revision needed. This may also be done electronically if your RGL program matches the Kincaid readability formula (see app D). If the overall RGL exceeds that of the target audience or if in any instance the RGL exceeds 12, revise the text. A draft that is two or three grade levels above the users' RGL may have to be extensively rewritten.

(a) AR 25-30 suggests two ways of lowering reading levels: reducing the number of syllables per word and reducing the number of words per sentence. You may have to do both. However, experience indicates that reducing the number of words per sentence is easier, especially in publications that contain technical terms that have no synonyms. A note of caution, however: The RGL formula makes evaluations on the basis of numbers—the number of syllables in each word, words in each sentence, sentences in each passage. Do not be misled into believing that short sentences and single-syllable words alone guarantee comprehension. For example, the sentence *Phylogeny recapitulates ontogeny* is brief but not likely to be clear to the average reader. Nor will the sentence *The bog in the land tail puts his line in the flail tank* make sense, although no word contains more than one syllable. If brevity alone ensured comprehension, the RGL would become the sole standard for evaluating written material. To the contrary, total reliance on the formula could cause a good writer to develop a stilted and elementary style in pursuit of simplicity.

(b) In short, the RGL calculations are of distinct but limited value. RGL testing identifies problem areas, but an acceptable RGL is merely a gauge of readability, not comprehensibility. It must be used with other devices, such as format, organization, sentence structure, tone, and specific detail, to ensure that a publication will communicate effectively with its users. Illustrations, typography, and other design devices can greatly enhance comprehension.

**4-4. Revising.** Revising is one of the most important steps in the entire creative process. Revise as often as necessary to shape your facts and ideas into a final

product. Before you begin, put the draft aside for a day or two so you can see it more clearly.

a. Reassess the organization. When revising, study the organization for faults in logic, clarity, and completeness. Ask the following questions: Is the outline complete? Are the components presented clearly and consistently? Are they in a logical order? Are they parallel? Revise until the organization is as clear and logical as possible (see para 4-2).

b. Reassess the starting and ending points. With the users in mind, judge where to begin and, just as important, where to end. Saying too much is as harmful as saying too little. Either error can confuse readers and cause them frustration. Remember, excessive detail is usually unnecessary in a publication whose primary users have years of familiarity with the subject. However, these same details might be critical to readers who have none.

c. Rewrite sentences. Check the draft for clarity, brevity, and accuracy. Rewrite sentences that are unclear, too long, or inaccurate.

**4-5. Preparing the index.** Not until the CRC or the comprehensive dummy is approved and returned will you and the editor turn your attention to the index. To ensure its usefulness, complete the index carefully and thoughtfully.

a. Use a copy of the final CRC or comprehensive dummy to highlight key words for the index, marking synonyms for possible cross-reference in the margins. Complete and return the marked copy to the editor as soon as possible.

b. The editor will group the highlighted words into logical main and subentries and add cross-references. He or she will refine the original list of highlighted words and coordinate those refinements with you. The editor will also reread the text for additional page references that you might have overlooked. He or she will then alphabetize the entries and prepare a draft. Before the index is typeset, the editor will recheck the page references in the draft against the CRC or the comprehensive dummy. An automated indexing capability will greatly reduce the time needed for this phase of production.

## Chapter 5 Staffing, Review, and Approval

**5-1. The coordinating draft.** When you and the editor are satisfied that you have done the best job possible to this point, it is time to solicit comments, recommendations, and concurrence from users and interested parties inside and outside your agency. Before staffing your draft, include at least preliminary sketches of proposed illustrations keyed to appropriate portions of the text.

a. Internal staffing. Each agency will establish staffing requirements to ensure that the publication represents the position of the entire agency and to ensure compliance with applicable regulations. To assist reviewers in keying their comments to appropriate portions of the draft, number each line in the left margin.

of the page. With the proper software, this can be done electronically.

(1) Staff the drafts of all doctrinal publications throughout the agency to ensure conformance with recent studies, operational plans, materiel/organizational changes, ISAs, developmental and published concepts, and other applicable documents. The threat portions of all doctrinal FMs must be reviewed to ensure that they are current, accurate, and correctly classified.

(2) If your publication contains new or revised forms, staff it with the FMO who will ensure that—

(a) The form is essential.

(b) The form meets the design standards in DA Pam 310-15.1.

(c) DA Form 1167 (Request for Approval of Form) is completed accurately.

(d) The form is coordinated with—

• The information management control officer if it establishes an Army or public reporting requirement (AR 335-15).

• A privacy official if it is subject to the Privacy Act of 1974 as specified in AR 340-21.

• The data administrator for the approval of standard or proposed data elements (AR 25-9).

(3) Staff your publication with your installation security manager if it is classified. Classified doctrinal and training publications must be reviewed for proper security markings prior to submission of the draft, comprehensive dummy, CRC, or CRMs. Under the TRADOC decentralized printing program, publications processed for DA print are reviewed for final acceptance by the TRADOC staff security manager. Publications with major deviations from AR 380-5 and AR 340-17 will be returned to preparing agencies for correction.

b. External staffing. You are responsible for determining external staffing requirements for your publication in accordance with your agency's policy and applicable regulations. However, normally limit external staffing to those agencies that can provide valid and useful input. Table 5-1 is a guide for complying with external staffing requirements.

**Table 5-1**  
**Guide to external staffing**

Publications that contain—	TRADOC Integrating Centers	ARSTAF	National Guard Bureau (NGB)	Office of the Chief, Army Reserve (OCAR)	DCSOPS, HODA	TRADOC	AMC	TRADOC Service Schools	AHS	USATSC	Proponents of References	MACOM Subordinate Agencies/Units	Joint Service Agency/Command	Selected Agencies	Users <sup>1</sup>
<b>Armywide doctrinal literature</b>															
Fundamental principles	•			•	•		• <sup>2</sup>	•		•					
Tactics	•				• <sup>3</sup>		• <sup>2</sup>	• <sup>2</sup>							•
Techniques	•				• <sup>3</sup>		•	• <sup>2</sup>							•
General procedures					• <sup>3</sup>					•			•		
Functional procedures (technical)										•			•		
Joint doctrine/TTP	•			•	•		• <sup>2</sup>	• <sup>2</sup>		•		• <sup>4</sup>			
Army programs supervised/monitored by an ARSTAF agency or a major Army command (MACOM)		•	•	•							•				
Functional responsibility of TRADOC or Army Materiel Command (AMC) agencies					•	•									
General training subjects							•	•							
Ammunition, range, or land implications			•	•	•				•						
Required references in support of contents										•					
Task-oriented training <sup>5</sup>	•								•	•	•				
<p>1. Selected users as determined by preparing agency to assess need and usability.</p> <p>2. If content crosses functional responsibilities/areas of interest.</p> <p>3. Joint service command or agency where publication is being jointly prepared, for example, US Air Force (Tactical Air Command).</p> <p>4. New requirements need to be coordinated with the MACOM.</p> <p>5. Combined Arms echelon and proponent publications at division and above.</p> <p><b>Legend</b></p> <p>AHS Academy of Health Sciences</p> <p>ARSTAF Army Staff</p> <p>TTP tactics, techniques, and procedures</p>															

<sup>1</sup>Federal Property Management Regulation 101-11.2 contains guidelines more current than those in DA Pam 310-15. It is available through the General Services Administration (GSA) supply system (Requisition Number 7610-00-753-4771).

(1) Forward coordinating drafts of publications requiring integrating center approval to the appropriate center. Comments returned to you when the review is complete may include guidance for developing the final draft.

(2) Forward drafts requiring HQ TRADOC approval to the appropriate office. If you are changing or revising a publication, include a fact sheet outlining the major changes in the draft. After its review, TRADOC will return the draft so that you can incorporate its comments. This does not constitute approval of the publication unless expressly stated. Publications requiring TRADOC approval must be returned as often as necessary to obtain that approval.

(3) Coordinate publications listing military references with the proponents/preparing agencies of those documents. In the memorandum of transmittal, request that the proponent validate each reference. Also request an assessment of the impact of any pending change or revision to a reference or form that will occur within 12 months.

(4) Forward drafts of multiservice doctrinal publications to Commander, TRADOC, ATTN: ATDO-M, Fort Monroe, VA 23651-5000. The Deputy Chief of Staff for Doctrine (DCSDOC) will, in turn, forward the draft to Deputy Chief of Staff for Operations and Plans (DCSOPS), HQDA, who will staff it within DA.

(5) Coordinate with commands of other services that have indicated a need to distribute an Army doctrinal publication within that service using their own service number. Ask the service command to confirm the requirement and to provide the service number it wishes to appear on its copies, as well as the quantity, fund citation, shipping instructions, and POC. This information must be provided to USATSC at the time the DA Form 260 is submitted (see chap 10).

c. Request for review. Include at least the following information in your memorandum requesting review of the coordinating draft:

(1) The scope and purpose of the new or revised publication.

(2) A summary of significant areas or changes, including a list of additional documents needed by the users. ARTEPPs and STPs are exempt.

(3) A request that reviewers use DA Form 2028 to comment on the accuracy, relevance, completeness, and timeliness of the contents.

(4) A request that reviewers avoid editorial corrections unless ignoring them would seriously affect the accuracy and validity of the information.

(5) A request that prospective users relate whether the publication meets their operational or training needs.

(6) A request for instructional requirement for U.S. Army schools during the first year following publication, together with the complete address and telephone number of the POC.

(7) The date comments are due back to you. The time required for coordination review depends on the size and nature of the manuscript. Reviewing agencies

should return comments within 25 to 40 days from the date of receipt (see table 5-2).

**Table 5-2**  
**Estimated staffing time**

Double-spaced Manuscript Pages	Time
Up to 150	25 calendar days + mailing time
151-225	30 calendar days + mailing time
226 or more	40 calendar days + mailing time

(8) A statement that failure to respond will be considered as reviewer concurrence.

(9) Your name and telephone number.

d. Reviewer guidance. Too often, reviewers give manuscripts only a cursory glance before concurring, assuming they will get another chance at a subsequent draft. However, early input is important. When acting as a reviewer for another agency, adhere to the guidelines below.

(1) Carefully read the purpose, objectives, and limitations of the publication for help in evaluating the manuscript and in formulating effective, constructive comments.

(2) Do not comment on punctuation, grammar, and style. The purpose of review is to elicit comments on the contents' accuracy, relevance, completeness, and timeliness.

(3) Base comments on fact and not opinion unless you specify that you are giving an opinion. Opinions are debatable, but facts are not. Provide a source or reference to add strength to your proposal.

(4) Include recommended changes, concentrate on the facts, and avoid allegation of fault.

(5) Clearly state your reasons for every change. Responding with cryptic comments, such as *accuracy*, *correctness*, and *completeness*, fails to tell the preparer the whole story. See figure 5-1 for examples of unsatisfactory and satisfactory comments.

UNSATISFACTORY

**Delete:** "... with all aircraft operating, the company can transport 297 troops and 36 tons of cargo. "

**Reason:** Inaccurate, [If you explain what is inaccurate, the SME may be able to rework the statement so that he or she can retain it.]

SATISFACTORY

**Delete:** "Usually pasted upon stiff paper"

**Reason:** A comprehensive dummy page is two ordinary sheets of paper pasted together; the result is a relatively stiff page, but only incidentally.

**Figure 5-1. Review comments.**

(6) Adhere to instructions for filling out DA Form 2028. If the manuscript has line numbers in the margin, use these numbers in the line column of the form; otherwise, refer to the appropriate line of the referenced paragraph, subparagraph, or page.

(7) Provide your name and telephone number to make follow-up by the preparing agency easier.

e. Repeated staffing. Considerable rewriting may be required as a result of the comments received from staffing. Consequently, you may have to staff a draft a number of times before you obtain all required coordination.

**5-2. The final edited draft.** Preparing the final edited draft begins with incorporating the last of the coordination comments. It continues as the editor ensures the text is complete, the essential statements are included, every word is proofread, and the final outline is written.

a. SME responsibilities. In preparation of the final edited draft, you are responsible for—

(1) Incorporating review comments. One way to organize the review comments is to reproduce DA Forms 2028, cut the reproduced forms apart by item number, combine the items that relate to a particular paragraph, and affix them to large index cards. Sort the cards into three categories: *acceptable*, *unacceptable*, and *requiring resolution*. Retain the original 2028 intact for future reference.

(a) Acceptable comments. Incorporate the acceptable comments into the draft. Some comments may simply correct outdated statistics or nomenclature. Others may add paragraphs of information. In either case, be sure to consider the implications of such changes to the organization and consistency of the entire manuscript. Discuss these implications with the editor. A mere change in nomenclature, for example, may require changes to the foreword, the preface, the glossary, and the index, as well as to graphics still on the drawing board.

(b) Unacceptable comments. Write a brief note explaining why you rejected each of the comments that you found unacceptable. Maintain these notes in the historical file. Such explanations are not necessary for the editorial comments you or the editor rejects.

(c) Comments requiring resolution.

- Be particularly alert for controversy. Divergent comments may signal unresolved problems or gaps in doctrine. Bring comments that signal controversy of a substantive nature to the attention of your supervisor and resolve such issues before publication.

- If your agency and the reviewing agency cannot resolve a controversial matter, refer it to your integrating center. If the integrating center cannot resolve the matter and you do not include it in the final draft, list it in a coordination summary and explain why you do not intend to include it in the publication. Be ready to provide a copy of the summary to the reviewing agency upon request. Include a copy of the summary

with the final edited draft of doctrinal and other selected publications when you forward them to HQ TRADOC.

- Have the editor assess the validity of any comments affecting style or expression.

(2) Classifying all applicable portions of the text.

(3) Providing downgrading instructions.

(4) Writing the ISA statement.

(5) Indicating which portions of the text are covered by which ISAs.

(6) Selecting the appropriate distribution restriction statement.

(7) Verifying the warning and destruction notices.

(8) Indicating to the editor the need for a supersession statement and/or a copyright statement.

b. Editorial responsibilities. In preparing the final edited draft, the editor will—

(1) Ensure that the publication title accurately describes its concept and contents. When a new publication is projected on the ADTL schedule, it is given a tentative title. After you have written or revised the publication, the editor may find that the tentative title no longer applies. For example, if the publication has one or more companion publications, its title should be parallel in construction with the others. With your concurrence, the editor can change the title at any time before the DA Form 260 is submitted. When the DA Form 260 is submitted, the title on the CRC must match the title identified on the form. Once the form is processed, the title is final and cannot be altered until the publication is again revised or changed.

(2) Recheck the foreword, preface, and introduction to ensure that—

(a) The foreword, if included, is an endorsement with an appropriate signature block.

(b) The purpose, scope, applicability, proponenty, special considerations, and other information pertaining to the publication are in the preface, not the first chapter.

(c) The introduction, if included, provides background for the subject of the publication.

(3) Ensure all applicable statements are included and properly worded (see chap 6). The editor will place them in the draft where they will appear in the final publication. Those that appear on the cover will accompany the draft.

(4) Reevaluate the organization if substantial changes result from coordination. Prepare a final outline to ensure that—

(a) Format is consistent throughout.

(b) Each level of organization has at least two subdivisions, that is, two chapters to a part, two sections or main paragraphs to a chapter, and so forth.

(c) All chapters begin and end alike, for example, with or without introductions or with or without summaries.

(d) The subordination of ideas is logical and consistent.

(e) Titles accurately indicate the material discussed.

(f) All titles within an organizational unit are grammatically parallel; for example, if the first main paragraph heading in a section is a noun phrase, all other main paragraph headings in that section are noun phrases.

(g) Subordinate titles do not duplicate or incorrectly repeat the book title or titles previously used within the chapter, section, or paragraph. (See paras 4-2b(3) and (4) for discussions of repetition and duplication.)

(h) If any paragraph at a particular organizational level has a title, all like paragraphs do also.

(i) Laundry list format, including ornamentation and capitalization, is consistent throughout the draft.

(j) Except in rare instances, laundry lists do not appear within laundry lists. Where they do, they are clearly distinguished by a different ornament or indentation.

(k) The text does not lead into graphics with *the following* or a colon.

(5) Review the text to ensure that—

(a) The text contains no abbreviations (see para 7-2).

(b) Acronyms comply with paragraph 7-3.

(c) Military publications with numbers are cited by number only, not title. Military publications without numbers are cited by title. Although the text reference does not include the publication date, dates are included in the list of references.

(d) Multiservice publications cited in Army publications are cited in text by Army number only. All service numbers are included in the list of references (see fig E-1 for format).

(e) Nonmilitary publications are cited by title.

(f) All words or portions of text to be emphasized, italicized, or quoted are clearly and consistently marked.

(g) Copyrighted material is properly attributed (see chap 6).

(h) Compound words are spelled according to the dictionary, the rules of punctuation, and the guidance in chapter 7.

(6) Compile or complete the glossary after you have identified key words in the manuscript.

(7) Compile the references after you provide the appropriate categories for each one.

(8) Ensure the glossary, references, and index appear in the proper order and review them and the appendixes to ensure that—

(a) Whenever possible, appendixes use the same format established in the body for titles and text.

(b) Except for job books, the publication contains a glossary of all acronyms, abbreviations, and possibly terms appearing in the publication, listed alphabetically.

(c) The references are divided into *sources used*, *documents needed*, and *readings recommended* where applicable (see chap 6 and app E). Citations include publication dates.

(d) When included, nonmilitary publications are listed alphabetically by title.

(e) All ISAs implemented by the publication appear under *sources used*, not, *documents needed*.

(f) All publications from which copyrighted material has been used are included in the list of references.

(g) The index contains key terms used in the publication, not just titles.

(9) Recheck the RGL whenever the contents have been substantially revised.

(10) Check the wording of the table of contents (TOC) against the manuscript to ensure that—

(a) It reproduces exactly the wording, capitalization, and punctuation of titles in the text.

(b) It includes the titles of all parts and chapters. Section titles and main paragraph titles are optional; however, section titles are included when paragraph titles are.

(c) It lists all appendixes, lettered sequentially.

(d) *Glossary* follows the last appendix.

(e) *References* follows the glossary.

(f) *Index* follows the references.

(g) *Questionnaire*, if applicable, follows the index.

(h) The -R forms, if applicable, are listed numerically but have no page references.

(11) Prepare a final outline showing all organizational elements. This outline will serve as a final check to ensure accurate, logical, parallel, consistent, and complete organization. It will also assist the VIS in designing or formatting the publication.

**5-3. The final approved draft.** The draft is complete only when all final approvals are obtained. At that point, the final edited draft becomes the final approved draft.

a. When the editor is satisfied that all requirements have been met, the supervisory editor will review and approve the completed draft. The supervisory editor is responsible for all work done by the editorial staff and must ensure uniformity of style among them. The supervisor's approval, therefore, should be an integral part of the process.

b. Because you are responsible for the contents of the draft, you must also review and approve it. You are also responsible for securing all necessary internal and external approvals of the contents.

(1) Allocate 1 to 2 weeks for your review and whatever additional time is required to obtain necessary approvals. During this time, the editor will provide a preview copy to the VIS to discuss and resolve potential design problems.

(2) Once you are satisfied with the final draft, forward it, if required, to the external approval authority (HQ TRADOC or the integrating center) for its approval. For TRADOC approval authorities, see TRADOC Reg 11-7.

(3) Be sure to advise the editor if staffing and approval time is expected to exceed the time allotted in the milestone schedule. Final coordination and staffing must be done promptly since delay at this time will impact on the milestone schedule and negate the projected completion date.

c. To obtain DA and other necessary approval for multiservice publications prepared by the Army, follow the guidelines below.

(1) When the final draft manuscript is approved at the preparing agency, forward it for final HQDA and multiservice approval in accordance with TRADOC Reg 11-7. Forward it prior to starting the CRC or comprehensive dummy and CRMs.

(2) Prepare a memorandum of transmittal and include, at a minimum, the following information:

(a) The projected date for completing CRC or CRMs.

(b) POCs, including telephone numbers, for the services that have agreed to the content, for example, agencies or commands of the U.S. Air Force, U.S. Navy, and/or U.S. Marine Corps. This information will assist in expediting the final staffing at departmental level in Washington, DC.

(c) Your name and telephone number.

(d) Verification of the assigned multiservice publication numbers.

(e) Verification of need for a multiservice publication.

(f) Departmental command requirements for Army-sponsored doctrinal publications.

(g) The coordination summary.

d. Once you have secured necessary approvals, you may not alter the contents without agreement of the approval authority. However, this does not preclude a final edit for accuracy and consistency.

e. When the draft has received all required approvals, the editor will request that you sign it and designate it as the *Final Approved Draft*. A sample cover sheet for obtaining approval of the draft is at figure 5-2. The editor will give the original of the draft to the VIS with a copy of the final outline, provide a copy to you, and keep a copy.

---

FM XXX  
PUBLICATION TITLE

Approved: \_\_\_\_\_  
Writer

\_\_\_\_\_ Date

Approved: \_\_\_\_\_  
Editor

\_\_\_\_\_ Date

Reviewed: \_\_\_\_\_  
Supervisory Editor

\_\_\_\_\_ Date

FINAL APPROVED DRAFT  
(copy of -)

---

**Figure 5-2. Sample approval page.**

#### **5-4. The page proofs or comprehensive dummy.**

When the page proofs or the comprehensive dummy is complete, the VIS will provide copies for the editor and for you to review and approve. TRADOC Form 152-R at the back of this regulation is the editor's review checklist.

a. Final CRC or CRMs will not begin until the page proofs or the comprehensive dummy is approved. Program 1 to 2 weeks for this review; longer if external approval is required. Any but minor changes at this stage will seriously impact on the production schedule and may negate the agreed-upon completion date.

b. The editor will consolidate the review comments. You, the editor, and the VIS should meet and discuss the resolution of any problems before the VIS makes any changes. If the VIS incorporates changes into the CRC or CRMs without revising the page proofs or the comprehensive dummy, the editor will review those changes in the CRC or CRMs.

#### **5-5. The revised CRC or CRMs.**

a. The SME may exercise the option of reviewing the revised CRC or the CRMs.

b. The editor will always review the revised CRC or the CRMs to ensure that—

(1) All agreed-upon changes resulting from review of the page proofs or the comprehensive dummy have been made. If the page proofs or the comprehensive dummy was omitted, the CRC or the CRMs are reviewed using TRADOC Form 152-R at the back of this regulation.

(2) Placement of copy follows sequence of final edited draft, page proofs, or the comprehensive dummy.

(3) Any typeset copy appearing for the first time, such as on the cover, in the final graphics, and in the index, is accurate.

(4) A page number has been added to the text introducing any graphic that appears more than one page away from its introduction.

(5) Page numbers in the TOC and page references in the text are correct.

c. Once the CRC or CRMs have been completed and reviewed for quality control, they are forwarded to USATSC for print and distribution (see chap 10).

## Part Three Format and Style

### Chapter 6 Format

#### Section I Basic Requirements

**6-1. General.** Format pertains to a publication's general makeup. However, a distinction is made between design format and text format. Design format refers to the visual and typographic layout, including size, binding, and treatment of graphics (see chaps 8 and 9). Text format, on the other hand, specifies a publication's essential elements, such as a title page, a preface, and a glossary (see table 6-1 for a list of essential and optional publication components). It specifies where those elements will appear in the book and, in certain instances, what they will contain. Format requirements apply whether you prepare CRC or CRMs. They ensure that publications are not only complete when presented for printing, but that they achieve a degree of standardization.

**Table 6-1**  
**Doctrinal and training publication components**

	FM	TC	ARTEPP		STP			
			MTP	DRILL	SM	TG	JB	MQS
<b>COVER</b>	R	R	R	R	R	R	R	R
Publication Number	R	R	R	R	R	R	R	R
Publication Title	R	R	R	R	R	R	R	R
Publication Date (mo/yr)	R	R	R	R	R	R	NA	R
Distribution Restriction	R	R	R	R	R	R	R	R
Warning Notice	RA	RA	RA	RA	RA	RA	NA	RA
Destruction Notice	R	R	R	R	R	R	R	R
Security Classification	RA	RA	RA	RA	RA	RA	NA	RA
<b>FOREWORD</b>	O	O	O	O	NA	NA	NA	O
<b>TITLE PAGE</b>	R	R	R	R	R	R	R	R
Publication Number	R	R	R	R	R	R	R	R
Heading	R	R	R	R	R	R	R	R
Publication Date	R	R	R	R	R	R	R	R
Publication Title	R	R	R	R	R	R	R	R
Table of Contents	R	R	R	R	R	R	NA	R
Distribution Restriction	R	R	R	R	R	R	R	R
Warning Notice	RA	RA	RA	RA	RA	RA	NA	RA
Destruction Notice	R	R	R	R	R	R	R	R
Security Classification	RA	RA	RA	RA	RA	RA	NA	RA
Supersession Statement	RA	RA	RA	RA	RA	RA	NA	RA



**Table 6-1**  
**Doctrinal and training publication components (continued)**

	FM	TC	ARTEP		STP			
			MTP	DRILL	SM	TG	JB	MQS
<b>PREFACE</b>	R	R	R	R	R	R	NA	R
Publication Purpose	R	R	R	R	R	R	NA	R
Intended Audience	R	R	R	R	R	R	R	R
Proponent Statement	R	R	R	R	R	R	NA	R
ISA Statement	RA	RA	NA	NA	NA	NA	NA	NA
Neutral Language Statement	RA	RA	RA	RA	RA	RA	RA	RA
Copyright Statement	RA	RA	RA	RA	RA	RA	NA	RA
Copyright Acknowledgment	RA	RA	RA	RA	RA	RA	NA	RA
<b>INTRODUCTION</b>	O	O	O	O	O	O	NA	O
<b>BODY</b>	R	R	R	R	R	R	R	R
<b>APPENDIXES</b>	RA	RA	RA	R	RA	RA	NA	RA
<b>GLOSSARY</b>	R	R	R	R	R	R	NA	R
<b>REFERENCES</b>	RA	RA	R	NA	R	R	NA	R
<b>INDEX</b>	R	R	NA	NA	NA	NA	NA	NA
<b>QUESTIONNAIRE</b>	NA	NA	R	NA	R	R	NA	R
<b>AUTHENTICATION PAGE</b>	R	R	R	R	R	R	R	R

**LEGEND**

NA not applicable  
O optional  
R required  
RA required if applicable

**6-2. Covers.**

a. Include the publication number, title, and the words *Headquarters, Department of the Army* on all covers. Do not include the name of the preparing agency.

b. Show the month and year of issue on the covers of bound publications. Also show the publication number, title, and month and year of issue on the backbone when the publication contains 100 or more pages (see fig 9-2 for an example).

c. Include the appropriate distribution restriction statement and warning and destruction notices on the covers of both classified and unclassified publications. Refer to AR 25-30 for additional guidance.

(1) The distribution restriction statement indicates the extent to which the publication is available for release and dissemination. Refer to AR 25-30 for the appropriate statement to place on your publication.

(2) Publications that contain export-controlled technical data must carry a warning notice. Consult AR 25-30 for the correct wording.

(3) place the destruction notice below the warning notice. If a warning notice is not required, place the destruction notice below the distribution restriction statement. Select the appropriate notice from AR 25-30.

d. Include the highest applicable security classification at the top and bottom of covers of classified publications. Also show the classification authority and downgrading instructions:

Classified by \_\_\_\_\_.

Downgrade to \_\_\_\_\_ on \_\_\_\_\_.

e. When a publication requires special security markings, see AR 380-5, chapter 4, for full instructions; see Department of Defense (DOD) 5200. 1-PH for examples. AR 340-17, chapter 4, outlines procedures for marking for official use only (FOUO) material.

f. FM covers will be prepared with black lettering on white stock and contain no illustrations. Exceptions are the five capstone manuals which may be illustrated. TC covers will be prepared with black lettering on the preparing agency's choice of paper color and contain no illustrations. Covers of training publications may be illustrated.

g. ARTEPP covers may include reproductions of branch or corps insignia. However, covers may not display school or similar insignia.

h. The front covers of STPs will spell out the media, for example, *Soldier's Manual, Soldier's Manual and Trainer's Guide, Job Book, or Military Qualification Standards Manual*. For SMs, TGs, and JBs, show the MOS number and title and the applicable skill levels. For MQS, show the branch title, branch code, and functional area title and number.

(1) The outside back cover will show the publication inventory number (PIN) in the lower right corner, with a 3/8-inch margin from the outer edges of the publication. The printer will set the PIN.

(2) In addition to the publication number and month and year of publication, the backbones of perfect-bound SMs will show the short title and the words *Soldier's Manual for MOS [number]*.

(3) The backbone of combined perfect-bound SMs and TGs will show the words *Soldier's Manual*, the skill levels, and the trainer's guide MOS number.

i. Job book covers will be the same as for SMs and TGs with the following exceptions:

(1) Front covers will read DISTRIBUTION RESTRICTION (*Refer to instructions on back cover*). The entire distribution restriction statement will appear on the back cover.

(2) Instructions for noncommissioned Officer (NCO) supervisors will appear on the inside front cover and read exactly as shown in figure 6-1.

### 6-3. Front matter.

a. Foreword. If an FM or TC has a foreword, place it on the inside front cover and limit it to one page. If it is classified, show on the top and bottom of the page the highest classification applicable to the foreword.

b. Title page. Always make the title page the first right-hand page in the publication and include on it the TOC. Figure 6-2 shows a sample title page.

(1) Also include on the title page the publication number, the appropriate heading and publication date, the title, the distribution restriction statement, warning and destruction notices (see para 6-2c), and the same classification information required on the cover (para 6-2d).

(2) If the publication is a supersession, place an asterisk before the publication number in the top right corner and a supersession statement as the last item on the page. Cite the publication number and date of each superseded publication. If the publication supersedes only parts of another publication, cite the chapter(s), section(s), or page(s) it supersedes, but not a specific topic. Do not refer to changes since they are considered part of the publication being superseded.

(3) ARTEPP and STP title pages must include the publication number in the top left corner, for example, *Army Training and Evaluation Program 11-405-25-MTP* or *Army Training and Evaluation*

**INSTRUCTIONS FOR NCO SUPERVISORS**

**DISTRIBUTION:** You should have one job book for each MOS skill level 1 or 2 soldier that you supervise.

**RESPONSIBILITIES:** You are personally responsible for training your soldiers. The training requirements are in the Soldier's Manual of Common Tasks and the soldier's manual/trainer's guide associated with this MOS. Evaluate each soldier as he or she performs the tasks to the standards listed in the soldier's manual and record those evaluations in the job book.

**USE:** Use the job book as a training management tool to record a soldier's demonstrated proficiency in those common and MOS-specific tasks for which the skill level 1 or 2 soldier is responsible. Do not use the job book to record a soldier's attendance at training. The job book should record the soldier's proficiency from the first unit assignment after initial entry training (IET) through subsequent unit assignments. Use DA Form 5286-R (Individual Training Record, Basic Training [BT], Advanced Individual Training [AIT], One Station Unit Training [OSUT]) as your data source for completing initial job book entries for skill level 1 soldiers who have just completed IET. Refer to the trainer's guide to find the soldier's duty position tasks. Enter the soldier's name and rank in the spaces provided. As you evaluate the soldier's performance on each task, place your initials in either the "GO" or "NO GO" column and enter the evaluation date in the "DATE" column. Make all entries in pencil and include only professional comments.

**DISPOSITION:** When you transfer, give the job book to your successor or your commander. When a soldier you have been supervising transfers outside your unit, forward the job book as a transfer document accompanying his Military Personnel Records Jacket (MPRJ). Only the unit chain of command (battalion, squadron, separate company, or detachment) may formally inspect or audit the job book. Maintain the job book in a secure manner as you would an official unclassified training record.

Figure 6-1. Job book inside front cover.

*Program 11-405-25-Drill; Soldier Training Publication 6-13DII-MQS or Soldier Training Publication 5-52E-JB.*

(4) SM and TG STPs must include the skill levels, if applicable.

(5) Title pages of MQS STPs must include the branch code and title.

(6) Job books must include all information required on the cover (para 6-2i). This information will appear in the upper center of the page.

c. Table of contents. You may title the table of contents simply *Contents*.

(1) In the table of contents, list the preface and the titles of part chapters, and appendixes. Also list the glossary, references, index, and, when applicable, the questionnaire. You may list both sections and paragraphs, or you may list only sections. However, if you list paragraphs, you may not omit the sections. Duplicate the wording of all titles exactly as they appear in the text. Do not list the foreword.

(2) If paragraphs are numbered, place their numbers in front of the paragraph headings as shown in the following example. If the publication is divided into parts, include their titles but not their page numbers.

	<i>Page</i>
<i>Part One - DEFENSES</i>	
<i>Chapter 1 Air Defense</i>	<i>1-1</i>
<i>1-1. Combat Imperatives</i>	<i>1-1</i>
<i>1-2. Organization</i>	<i>1-4</i>
<i>1-3. Command and Control</i>	<i>1-9</i>

(3) Job books do not require a table of contents.

d. Supplemental tables of contents. You may include supplemental tables of contents such as lists of tables and figures or sequentially numbered tasks. If you do, begin the supplemental tables on a separate page immediately following the regular table of contents and use the same format. Use an appropriate heading for each, such as *List of Illustrations*.

Field Manual 10-14

**\*FM 10-14**  
  
 Headquarters  
 Department of the Army  
 Washington, DC, 27 December 1988

**UNIT SUPPLY OPERATIONS**  
**(MANUAL PROCEDURES)**

**TABLE OF CONTENTS**

	<i>Page</i>
PREFACE	v
CHAPTER 1. AUTHORIZATION AND REQUIREMENTS DOCUMENTS	1-1
Section I. TYPES OF DOCUMENTS	1-1
The Army Authorization Documents System	1-1
Authorization Documents Used by TOE Units	1-1
Authorization Documents Used by TDA Units or Activities	1-2
Section II. TABLES OF ORGANIZATION AND EQUIPMENT	1-3
Living Table of Organization and Equipment (LTOE) Numbering System	1-3

**DISTRIBUTION RESTRICTION** Distribution authorized to US government agencies only to protect technical or operational information from automatic dissemination under the International Exchange Program or by other means. This determination was made on 27 February 1987. Other requests for this document will be referred to Commandant, U.S. Army Quartermaster School, ATTN: ATSM/DIE, Fort Lee, Virginia 23801-5036.

**DESTRUCTION NOTICE** Destroy by any method that will prevent disclosure of contents or reconstruction of the document.

\*This publication supersedes FM 10-14, 31 October 1983.

Figure 6-2. Sample title page.

e. Preface. Include a preface in every publication on the first blank page following the table or tables of contents. At a minimum, explain in the preface the publication's purpose, its intended audience, and its intended use (also see para 4-3a(1)). Identify any ISAs being implemented (see (2) below). Also include the proponent statement and all other applicable statements after the body of the preface.

(1) Proponent statement. Use the following:

The proponent of this publication is HQ TRADOC [or the applicable agency]. Send comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to [give complete address, including attention line and zip code of preparing or other applicable agency].

(2) ISA statement. List all ISAs the publication implements, as follows:

This publication implements the following international agreement(s): [list by number, title, and edition].

(3) Neutral language statement. When you use masculine nouns or pronouns to refer to people generally, include the following:

Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

(4) Copyright statement. When you have obtained permission to use copyrighted material (see para 3-3d), include the following:

This publication contains copyrighted material.

(5) Copyright acknowledgment. The copyright release may require that you acknowledge the author or publisher of the copyrighted material you are using, specifying a particular format and location, Honor such requirements. However, when a format and location are not specified, place the acknowledgment immediately following the body of the preface. Include the title *Acknowledgment(s)* in the same typeface and style used for main titles. If the preface has no other paragraph titles, make *Acknowledgments* parallel to the title *Preface*. If you have more than one acknowledgment, list them in the sequence of their appearance in the text.

f. Introduction. An introduction to the publication is optional. When used, it will begin on a separate page immediately preceding the first chapter and be titled *Introduction*.

#### 6-4. Body.

a. Chapters. Start chapters on new pages. In loose-leaf publications, begin the first page of each chapter on a right-hand page. To avoid blank pages in bound books, begin chapters on the first available left- or right-hand page.

b. Titles.

(1) Title parts, chapters, sections, and main paragraphs. Titles for subparagraphs are optional. However, if you title one subparagraph, you must also title equivalent subparagraphs of the same superior paragraph. You may title subparagraphs at the second

level or lower even though you do not title their superior paragraph. See the following example:

*Tactical training exercises based on TES have three systems. Optimal training requires the correct use of all three in an integrated and comprehensive training program.*

**The Simulation System.** *MILES is a family of battery-operated, gallium. . . .*

**The Control System.** *TES research and national training center. . . .*

**The Training Management System.** *Units that have not yet mastered basic combat. . . .*

(2) When paragraphs are not numbered, use their titles to clearly signal the levels of organization. Make titles at each level distinctive. Place them in a logical, readily apparent pattern (see example in fig 6-3) and be consistent. Ensure that the design format conforms to the organization presented in the outline of the final edited draft.

c. Citations. When referring to numbered publications and forms in text, do not include their titles. For exceptions in multiservice publications, see paragraph 6-8k.

d. Quotations.

(1) Distinguish quoted material from other body copy by adding quotation marks or by indenting it on both the left and right sides. Use ellipses to show omitted portions of the quotation.

(2) Give the precise source, including page number, in a footnote or in-text note. Base your choice on the number of times you need to document sources. For example, in a publication that cites only one or two sources you might prepare in-text notes or parenthetical notes. In a publication that cites numerous sources, footnotes or even chapter endnotes might be more appropriate.

e. Paraphrases. When you restate a source's ideas in your own words, do not use quotation marks or double indentation. However, do give the precise source, including page number, in a note according to the guidelines in d(2) above.

f. ISA identification. Indicate that a particular chapter, section, or paragraph of a book implements an ISA by inserting a boxed statement immediately preceding it (see the example below). Present the statement in a different typeface and do not include the edition number. If, however, the entire publication implements an ISA, individual annotations are not required.

This chapter implements STANAG 2101

g. Laundry lists.

(1) When you create a laundry list from a series that appears in the middle of a paragraph, do not indent the remaining sentences as though they were a new paragraph. To maintain the continuity of the paragraph, maintain normal leading before and after information presented as a laundry list. An example follows:

Exercise planners develop schedules that flow logically, provide realistic estimates of the time required, and ensure all training objectives are covered. Such schedules indicate where each event will occur and who will participate.

becomes

Exercise planners develop schedules that—

- Flow logically.

• Provide realistic estimates of the time required.

• Ensure the coverage of all training objectives. Such schedules indicate where each event will occur and who will participate.

(2) Because the items in a laundry list are part of the text, do not emphasize them, for example, by using bold type.

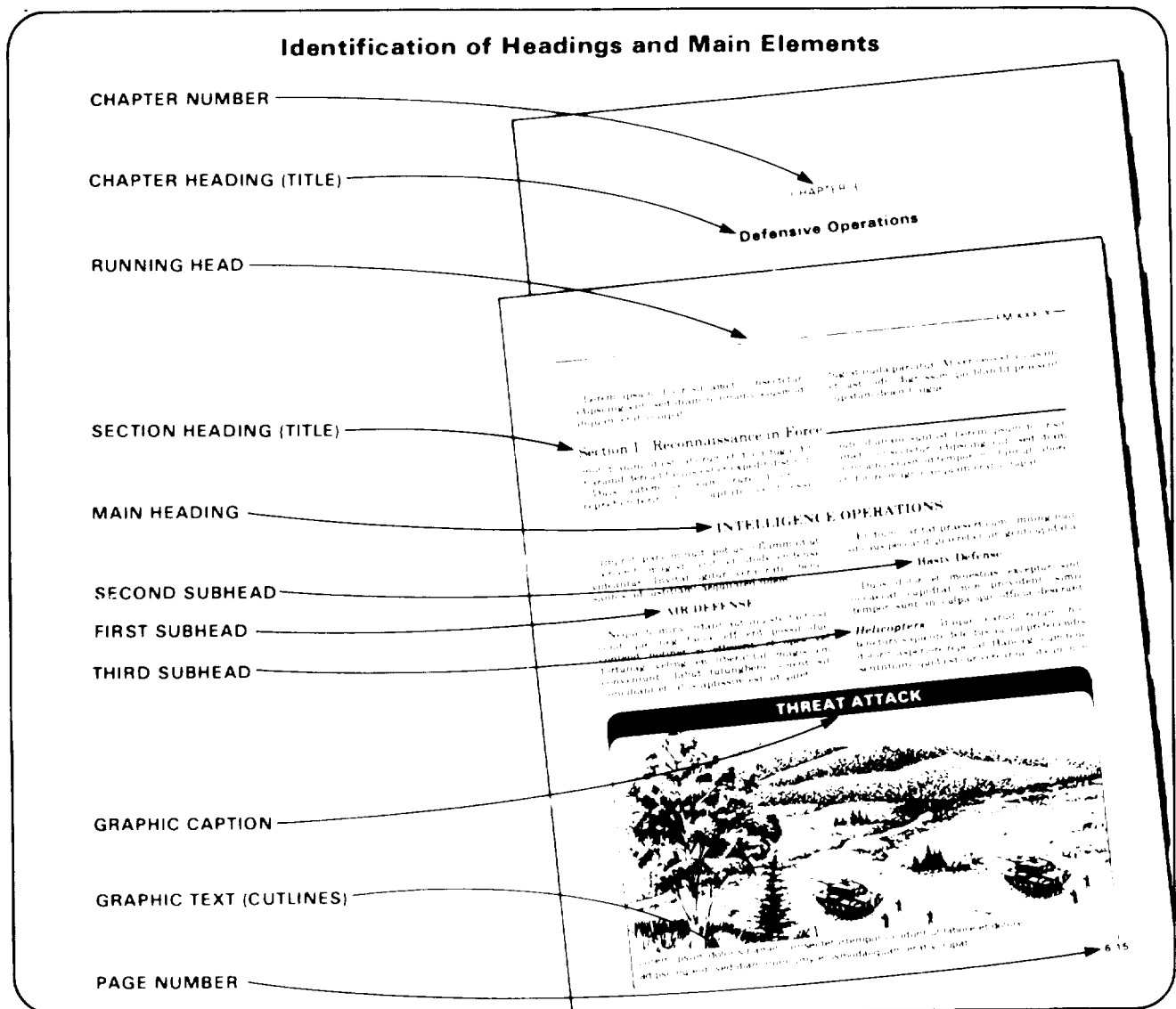


Figure 6-3. Levels of organization.

(3) Because the lead-in, the laundry list, and any sentences that follow are part of the same paragraph, do not split the lead-in and the listed items between pages. If the list must be divided between pages, include at least two of the listed items on each page.

(4) Use the same ornaments to mark laundry list items throughout the publication, with the following exceptions:

(a) You may number sequential steps in a laundry list, for example, *Step 1, Step 2*.

(b) In the rare instances where a list within a list might be unavoidable, distinguish between the two by using distinctly different ornaments or indentation. An example follows. However, because consecutive laundry lists, laundry lists within laundry lists, and chapters that consist mainly of laundry lists tend to weaken coherence, avoid them.

*Members of the ADTL team include—*

- *SMEs responsible for writing effective and useful publications.*
- *Editors who work closely with SMEs and ensure that—*
  - *Material is grammatically correct.*
  - *Material is not duplicated.*
  - *Publications meet the standards.*
- *VISs who convert edited material into publications that present the information in a comprehensible manner.*

(5) See paragraph 7-35 for guidance on punctuating laundry list lead-ins.

#### h. Graphics.

(1) Copy that is boxed, screened, or otherwise set apart from the text becomes graphic material. Before agreeing to converting portions of text to graphic material, consult with the editor to ensure that the organization of the text remains intact.

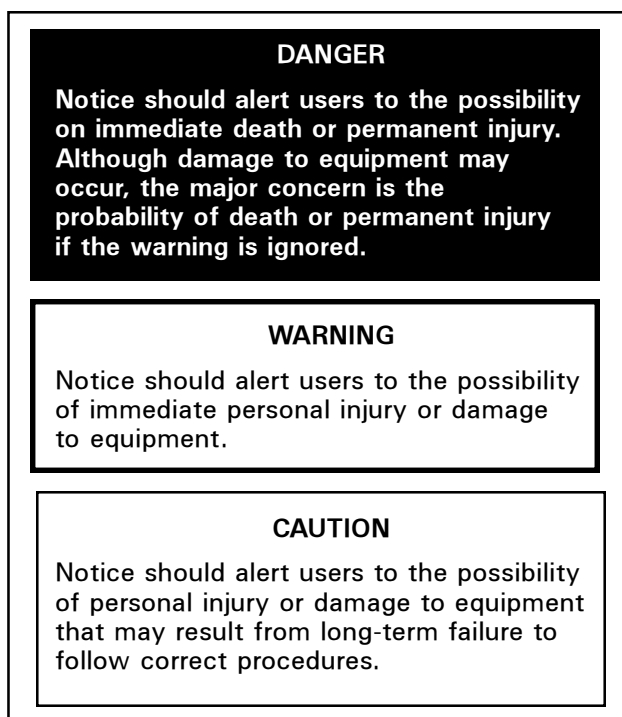
(2) Except for mood-setting illustrations and special segments (see the glossary), identify all graphics by numbers and captions or by captions alone. For consistency, treat all tables and figures alike— with or without numbers. If figures and tables are numbered, keep the numbering consistent with the page numbering system, either two-part or consecutive (see para 6-6).

(3) When identifying figures, make the location of captions, the style and size of type, and the punctuation consistent. Make the wording grammatically parallel (see chap 4).

(4) A graphic included in the body of the publication should appear as close as possible to the page where it is introduced. In the rare instances when a graphic cannot appear where introduced or on a facing page, cite the page number when introducing it, for example, *see Figure 9-1, page 9-3*.

(5) Do not interrupt the continuity of a paragraph by splitting it with a graphic.

i. Danger, warning and caution notices. Present notices alerting readers to danger of death or permanent injury, warning them of immediate personal injury or damage to equipment, or cautioning them about similar possibilities as shown in figure 6-4.



**Figure 6-4. Format for danger, warning, and caution notice.**

j. Forms. If a DA form is included in the text, the form must be filled in. The word *example* or *sample* may be superimposed over it.

k. Classification. If the publication is classified, mark the top and bottom of each page with the highest classification applicable to that page; mark unclassified pages *UNCLASSIFIED*.

**6-5. Back matter.** Start each organization component on a new page. In loose-leaf publication, begin the first page for each component on a right-hand page. To avoid blank pages in bound books, begin the appendix, glossary, references, and index on the first available left-or right-hand page.

#### a. Appendixes.

(1) Refer to each appendix in the text. *Ordinarily*, letter appendixes in the same order that you refer to them, that is, make the first reference *A*, the second *B*, and so on.

(2) Do not letter an appendix if it is the only one in the publication. Simply label it *Appendix*, not *Appendix A*. However, in a publication that uses two-part page numbering number the pages of a single appendix as *A-1*, *A-2*, and so on.

(3) Whenever possible, format appendixes the same as chapters, treating titles and paragraph headings

comparably. When you have an appendix that is graphic, such as a table, example, or chart, or if an appendix comprises a lengthy excerpt, format it in the most convenient way, ensuring continuity among the titles.

b. Glossary. Include a glossary in all publications except job books. Combine the acronyms, abbreviations, definitions, and letter symbols into a single comprehensive list and place it after the last appendix. Capitalize only as appropriate and use the following format:

**IRM** intermediate restorative material

**kilovoltage** the unit of electrical pressure which forces the current through a circuit

**knoop hardness** a measurement of the relative hardness of brittle materials such as glass, porcelain, and tooth enamel

**kVp** peak kilovolts

**lb** pound

c. References. Include a list of references in all publications except job books. Place it immediately after the glossary and title it *References*. List all the sources pertinent to the publication, including publication dates.

(1) Divide the list of references as follows: *sources used*, *documents needed*, and *readings recommended*. See appendix E for information about each category and for a sample reference list.

(a) Follow the title *Sources Used* with the statement *These are the sources quoted or paraphrased in this publication*. If the list of references contains only sources used, include the statement but not the heading. Refer to appendix E for those kinds of items you should not include as sources used, but may include as documents needed or readings recommended

(b) Follow the title *Documents Needed* with the statement *These documents must be available to the intended users of this publication*. If the list of references contains only documents needed, include the statement but not the heading.

(c) Follow the title *Readings Recommended* with the statement *These sources contain relevant supplemental information*. If the reference list consists solely of readings recommended, include the statement but not the heading.

(2) If subdivisions contain numerous citations and they fall easily into separate categories, such as Army publications and Air Force publications or FMs and TCs, you may subdivide into the appropriate categories.

(3) Do not cite sources as both sources used and documents needed. If a source qualifies for both categories, list it in *documents needed* and place an asterisk before the listing. Explain the asterisk as follows: *This source was also used to develop this publication*.

(4) Verify titles and dates of all sources and present them exactly as they appear on their title pages. Do not rely on index listings for the accuracy of a title. Include the date of the source used.

(5) Cite military sources with alphanumeric designations, to include forms, in alphanumeric order. Cite other sources in alphabetical order by title. See the following example. Consult *The Chicago Manual of Style*, chapter 16, for further guidance.

AR 600-200. *Enlisted Personnel Management System*  
Update 13.20 July 1984.

DA Form 260. *Request for Printing of Publication*  
May 1984.

FM 100-5. *Operations*. May 1986.

(S)TC 24-5. *Communications Procedures for Have Quick Systems* (U). July 1988.

"Encirclement Operations," Michael H. Vernon  
*Military Review*. September 1986: 11-17.

*The Implications of Glasnost for Strategic Planning*.  
Morgan F. Kleist. Heidelberg, FRG: Institute for  
Strategy Analysis, 1988.

(6) You may include brief descriptions or comments about a source. An example follows:

*Pocket Pal: A Graphic Arts Production Handbook*. New  
York: International Paper Co. Revised every few  
years to keep pace with technological advances,  
this small guide covers publishing from making  
the paper to binding the books. It is a useful  
reference for anyone associated with publishing.

(7) When citing technical manuals or other publications with exceptionally long titles, you may omit portions of the titles. Indicate omitted portions with ellipses. Examples follow:

TM 5-3825-221-34P. *Direct Support and General  
Support Maintenance Repair Parts and Special  
Tools List for Distributor, Water, Tank Type;  
Truck Mounted, Gasoline Driven*. . . 28 August  
1984.

TM 9-1 005-206-14&P-1. *Operator's Organizational,  
Direct Support and General Support Maintenance  
Manual . . . for Revolver, Cal. .38. . .* 28 August  
1986.

d. Index.

(1) Include an index in each FM and TC. Place it after the list of references and use the format shown below. Do not show terms all uppercase unless they are acronyms.

caution statement, 22  
CFX (command field exercise). See exercise  
chalkboards, 38-39  
coaching. See also critiquing.  
in collective training, 9

- in individual training, 4
- to improve performance, 71-72
- command field exercise (CFX). *See* exercise.
- common task test (CTT), 47
- CTT. *See* common task test

(2) Do not merely duplicate the table of contents or repeat paragraph titles in the index. Reference and cross-reference topics and subtopics by page number or, if applicable by paragraph number. Also cite ISAs to provide your readers a cross-reference. For more detailed guidance on preparing indexes, see *The Chicago Manual of Style*, chapter 18.

e. Questionnaires. Questionnaires will appear as separate pages at the end of the publication, each with a dashed vertical cut-line along the inside edge (see figure 6-5). If the book contains no forms, the questionnaires will immediately precede the authentication page.

f. Reproducible (-R) forms. If the book contains reproducible forms, they will appear, in numerical order, immediately before the authentication page. Blank forms will not be contained in an appendix nor will they have headers or page numbers.

g. Authentication page. A sample authentication page is shown in figure 6-6. Include it as the last page in the book cover. Do not give it a page number.

### 6-6 The numbering system.

a. Publication components.

(1) Use words to number parts: *Part One*, *Part Two*.

(2) Use Arabic numerals to number chapters:  
*Chapter 4.*

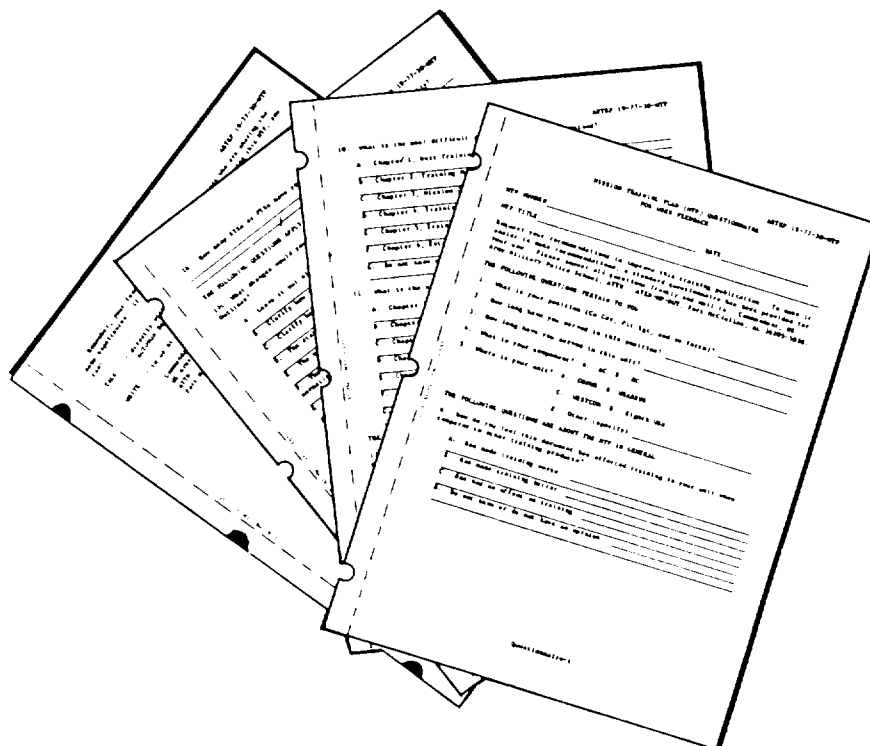
(3) Use Roman numerals to number sections:  
*Section II.*

(4) Avoid numbering paragraphs.

b. Graphics. In bound publications using consecutive page numbers, numbered graphics will use consecutive Arabic numerals through the last appendix. In publications using two-part page numbers, graphics will use two-part numbers that coincide with the chapter or appendix in which they appear, for example, *Figure 3-1, 3-2,; A-1, A-2.*

c. Pages. ADTL uses either two-part or a consecutive page numbering system (see fig 6-7). Pages will be numbered only at the bottom, odd numbers on right-hand pages, even numbers on left-hand pages. Numbers will be placed at the center or outside edge. Placement must be consistent, even on pages containing charts or tables presented sideways (broadside).

(1) Loose-leaf FMs and TCs will use the two-part numbering system. Bound FMs and TCs divided into chapters may also use this system, or they may be numbered consecutively with Arabic numbers, starting with the title page.



NOTES:

1. Dashed lines and directions show where to cut. Parallel to each dashed line, add the instructions "Cut along this line."
2. Dashed vertical lines must be at least 3/4 inch from gutter trim line.

### Figure 6-5. Questionnaires



**ARTEP 5-145-MTP**  
**17 FEBRUARY 1989**

By Order of the Secretary of the Army

**CARL E. VUONO**  
*General, United States Army*  
*Chief of Staff*

Official:

**WILLIAM J. MEEHAN II**  
*Brigadier General, United States Army*  
*The Adjutant General*

**DISTRIBUTION:**

*Active Army, USAR, and ARNG:* To be distributed in accordance with DA Form 12-11E, Requirements for ARTEP 5-145, Engineer Battalion Mechanized and Armored Divisions, (Qty rqr block no. 144) and ARTEP 5-35, Engineer Combat Battalion, Corps and Engineer Combat Support Equipment Company, (Qty rqr block no. 129).

Figure 6-6. Sample authentication page.

(2) ARTEPPs and STPs (except job books) will use the loose-leaf numbering system.

(3) Job book pages will be numbered, beginning with the first page, with consecutive Arabic numerals centered at the bottom limit of the print area. The inside front and back covers will not be numbered.

#### Two-part numbering system

Number front matter with lowercase Roman numerals, that is, *i*, *ii*, *iii*, *iv*, and so on.

Number chapter pages with two-part Arabic numerals.

The first numeral identifies the chapter, the second identifies the page, for example, *1-1*, *1-2*, *2-1*, *2-2*.

Number chapters that start on left-hand pages *1-0*, *2-0*, right hand pages, *1-1*, *2-1*.

Number appendix pages with two-part designations. The first part is a letter identifying the appendix; the second is the page number, for example, *A-1*, *A-2*, *B-1*, *B-2*. Begin numbering appendixes that start on left-hand pages *A-0*, *B-0*, on right-hand pages, *A-1*, *B-1*.

A glossary that starts on a left-hand page begins with *Glossary-0*; one that starts on a right-hand page begins *Glossary-1*.

References that start on left-hand pages begin with *References-0*; those that start on right-hand pages begin *References-1*.

An index that starts on a left-hand page begins with *Index-0*; one that starts on a right-hand page begins *Index-1*.

Number the pages of questionnaires *Questionnaire-1*, *Questionnaire-2*, and so on.

Do not number the pages of blank reproducible forms at the back of the book or the authentication page.

#### Consecutive numbering system

Number all pages with consecutive Arabic numerals starting on the title page. However, do not show the number *1* on page 1. Show the page numbers beginning on page 2.

Do not number the pages of questionnaires, blank reproducible forms at the back of the book, or the authentication page.

**Figure 6-7. Page numbering.**

## Section II

### Joint, Multiservice, and Multivolume Publication

**6-7. Joint publications.** Joint publications prepared by the Army will adhere to the format and style requirements contained in JCS Publication 1-01.

**6-8. Multiservice publications.** When preparing a multiservice publication, apply the following. An example of a format approved by all four services is at appendix F.

a. Identify the participating services/commands by name and service publication number on the cover, title page, and the first page of the executive summary.

(1) List the services in the following order of protocol: Army, Marine Corps, Navy, Air Force, and Coast Guard.

(2) The order of protocol for the Tactical Air Forces is the U.S. Air Forces Europe, the Pacific Air Forces, and the Alaskan Air Command.

(3) When separate Air Force commands are involved, the order of protocol is the Military Airlift Command, Tactical Air Command, and the Strategic Air Command.

b. Limit the foreword to one page and usually place it on the inside front cover (see exception in e below). Signatures to the foreword may vary with each publication.

c. Place the Army's distribution restriction statement and warning and destruction notices on the cover and on the title page.

d. Locate the title page on the first right-hand page unless e below applies.

e. If the Air Force participates in the book, it may require a Tactical Air Forces authorization page. If a Tactical Air Forces authorization page is used-

(1) Place the foreword on the first right-hand page and the Tactical Air Forces authorization on the back of the foreword page.

(2) Place the Army's distribution restriction and warning and destruction notices on the Tactical Air Forces authorization page rather than on the title page.

(3) Make the title page the second right-hand page.

f. Put the table of contents on the title page.

g. Begin the preface on the first blank page following the title page. In multiservice publications, omit the proponent line of the *User Information* statement.

h. If an executive summary is required, begin it on a separate right-hand page following the preface.

i. Title the list of references *References*. List all references alphabetically by title and include the date of publication.

j. Place the Army's authentication on the inside back cover.

k. When referring to other multiservice publications in text, refer to them by title, not number, since each one has separate publication numbers for each participating service. If the publication has a nickname or if the title can be conveniently shortened, footnote the first text reference and indicate that subsequent text references will use the nickname or short title.

**6-9. Multivolume publications.** When preparing a book in volumes, apply the following:

a. Number the publication to indicate that it consists of volumes, for example, *FM 10-5-00-1*, *FM 10-5-00-2*, and so on.

b. Prepare a cover and title page for each volume. If each volume has a subtitle, include the overall publication title on each cover and title page. If you subtitle one volume, subtitle all of them.

c. On both the cover and title page, indicate the volume number with a Roman numeral, for example, *Volume I*, *Volume II*. If the spine is wide enough, place the publication number, the overall title, the volume title, and the volume number on it.

d. Keep the format consistent from volume to volume.

e. Prepare a separate table of contents for each volume. List the contents of the entire publication in the first volume. Preferably list only its own contents in each subsequent volume.

f. Number parts and chapters consecutively throughout the volumes. For example, if volume I ends with chapter 8, begin volume II with chapter 9.

g. If the graphics are numbered, number them consecutively throughout.

h. Whether the publication uses two-part or consecutive page numbers, continue the sequence throughout the entire set of volumes. For example, the second volume may start with page 13-1 or, if the publication is numbered consecutively, with page 291.

i. Include a volume number when referring to any chapter, paragraph, or graphic appearing in another volume.

j. Compile all appendixes in the last volume.

k. Include a complete glossary in each volume.

l. Place the index for the entire publication in each volume. Include both page and volume numbers. Select one of the styles shown below.

#### BASIC STYLE A

advance guard, I: 18, 27, 88  
agility, I: 33; III: 245-62  
air defense, I: 79; II: 96, 121

#### BASIC STYLE B

advance guard **I** 18, 27, 88  
agility **I** 33; **III** 245-62  
air defense **I** 79; **II** 96, 121

## Chapter 7 Style

### Section I

#### Alternate Word Forms

**7-1. Introduction.** Alternate word forms are widely used among the general public. Each occupational specialty has its standard abbreviations, acronyms, nicknames, and symbols. Properly used, they are convenient, concise ways to avoid repetition and to shorten long phrases. Yet, when they are unfamiliar, inappropriate, or excessive, they can make comprehension difficult. They disrupt continuity when they force readers to pause and decode them. Use them cautiously and only when they facilitate reading and comprehension.

#### 7-2. Abbreviations.

a. Do not use abbreviations in text except as explained below.

(1) Some terms traditionally appear as abbreviations. Examples are *Mr* and *Dr* when they appear with a name.

(2) In technical and scientific works that contain many measurements you may use symbols for, or abbreviate, units of measure with numbers, for example, 3'15" and 9 *mm*.

(3) Equations and tabulated data may contain abbreviations and symbols (see paras 7-5 and 7-6).

(4) Abbreviate the year when it appears with *FY*: *FY88*. Otherwise, spell out dates in text: *17 July 1981*.

b. Abbreviations maybe used in graphics. Most may appear uppercase or lowercase, so long as they are shown consistently. They will appear lowercase in the publication's glossary.

c. Singular and plural abbreviations are usually identical:

<i>amt</i>	<i>amount(s)</i>		<i>P</i>	<i>page</i>
<i>div</i>	<i>division(s)</i>	<b>but</b>	<i>pp</i>	<i>pages</i>
<i>hr</i>	<i>hour(s)</i>			
<i>km</i>	<i>kilometer(s)</i>			

d. Do not add periods to abbreviations (see para 7-37).

#### 7-3. Acronyms.

a. Acronyms are formed from the initial or key letters of compound terms. Except for instances cited in b below, uppercase each letter:

<i>APC</i>	<i>armored personnel carrier</i>
<i>ATGM</i>	<i>antitank guided missile</i>
<i>FARE</i>	<i>forward area refueling equipment</i>
<i>FSSP</i>	<i>fuel system supply point</i>
<i>LAW</i>	<i>light antitank weapon</i>
<i>LOPAR</i>	<i>lower power acquisition radar</i>

b. Exceptions are

(1) Copyrighted logos or word forms established by law such as *ConEMA* for *Conveyor Equipment Manufacturers Association*.

(2) Word forms used as proper names or nicknames such as *Aramco* for *Arabian-American Oil Company*.

(3) Word forms that have become common nouns such as *radar* for *radio detecting and ranging* and *scuba* for *self-contained underwater breathing apparatus*.

(4) Combinations such as *ACofS* for *assistant chief of staff*.

c. For consistency, treat military ranks, the designations for morning and evening, and other comparable shortened word forms as acronyms, for example, *CPT* for *captain*, *SGT* for *sergeant*, *AM* for *ante meridiem* or *amplitude modification*, and *PM* for *post meridiem*.

d. Add a lowercase *s* to form the plural of most acronyms: *LAWs*, *MOSs*, *NCOs*, *SOPs*.

e. Do not add an *s* to form the plurals of acronyms whose meanings are plural:

*MOUT* [military operations on urbanized terrain] *are part of the operational concept*.

*PSYOP* [psychological operations] *play an important role in low-intensity conflict*.

*PIR* [priority intelligence requirements] are essential to planning the suppression operation.

f. To avoid using a lowercase s in a title that is otherwise entirely uppercased, write out plural terms in titles:

IDENTIFYING MILITARY  
OCCUPATIONAL SPECIALTIES

instead of

IDENTIFYING MOSs

g. Apply to acronyms the traditional rules for forming singular and plural possessives:

The duty roster is on the *NCO's* desk.  
[singular possessive]

The *NCO's* recommendations are excellent.  
[plural possessive]

**7-4. Nicknames.** Nicknames and acronyms can sometimes be confused. Capitalize only the initial letter of a nickname, but usually uppercase an entire acronym. For example *REFORGER* is an acronym, not a nickname, and should be uppercase.

<i>Patriot</i>	<i>REFORGER</i>
<i>Hawk</i>	<i>SAM</i>
<i>Have Quick</i>	<i>MILES</i>
<i>Have Penny</i>	<i>ACE</i>

#### 7-5. Letter symbols.

a. Some letter symbols stand for chemical elements, units of measure, or quantities. Letter symbols include those international System of Units (referred to as *SI*) designations. Examples are *Au* for *gold*, *C* for *Celsius*, and *A* for *ampere*. Office file symbols and compass directions are examples of other letter symbols used in text.

b. Some letter symbols formed by combining uppercase and lowercase letters, such as *mHz*, *MHz*, *cGy*, *dB*, and *Au*, must appear in uppercase and lowercase wherever they are located in a publication, even in graphics. Bring such cases to the attention of the VIS if the book is to be typeset.

#### 7-6. Signs and symbols.

a. Do not use the following symbols in text:

% “ [for inches] [see exception in para 7-2a(2) and (3)]

# ‘ [for feet] [see exception in para 7-2a(2) and (3)]

@ & [except in acronyms such as S&S]

b. Avoid using the solidus (/).

c. If readers are expected to understand technical symbols, identify them in the glossary.

d. When referring to temperature, gravity, angles, or coordinates, use symbols: 28°C; 30' 15' 20" N. How-

ever, if *Celsius*, for example, is written out, then write out the word *degrees*.

#### 7-7. Usage.

a. Avoid redundancy; for example, do not use *HNS support* or *PSYOP operations*. *HNS* means *host-nation support*; *PSYOP* means *psychological operations*.

b. No alternate word form will have more than one meaning in the same publication. For example, do not use *CP* in one place to mean *command post* and elsewhere in the same publication for *checkpoint*. The exception is *FM* which may be used for *field manual* and *frequency modulated* in the same publication.

c. Because the glossary identifies all alternate word forms, you do not need to identify them in text or in graphics.

### Section II Capitalization

**7-8. Introduction.** The basic principle of capitalization is uncomplicated: Capitalize only proper nouns and adjectives. Because they believe that capitals confer distinction and reflect personal values, some writers tend to capitalize all words that seem important to them. However, indiscriminate capitalization confers little or no distinction at all. Use the guidelines below for doctrinal and training publications.

#### 7-9. Organizational elements.

a. Do not capitalize general nouns such as *services*, *allies*, *state*, *federal government*, and *government*.

(1) Capitalize *federal* only when it is part of an official title: the *Federal Reserve Board*.

(2) Capitalize *state* only when it is part of a title, when it follows the name of the state, or when it is part of a nickname: *New York State*, also called the *Empire State*, is the location of *Albany State University*.

(3) Capitalize *allies* only when it refers to members of the political alliances that participated in World Wars I and II.

b. Capitalize military designations only when they name specific organizations:

<i>1st Platoon</i>		<i>a platoon</i>
<i>12th Battalion</i>		<i>advance guard</i>
<i>53d Division</i>	<b>but</b>	<i>signal element</i>
<i>First United States Army</i>		<i>the armies</i>
<i>National Guard</i>		<i>theater army</i>
<i>Special Forces</i>		<i>reserve components</i>
		<i>the reserves</i>
		<i>the threat</i>
		<i>US forces</i>
		<i>Soviet army</i>
		<i>active Army</i>

**7-10. Ranks and positions.** Capitalize ranks and positions only when they precede names:

*General Smith*     **but**     *the commander*  
*President Wilson*     *the president*

**7-11. Nouns with numbers and letters.**

a. Generally capitalize nouns with numbers or letters that designate titles:

<i>Annex B</i>	<i>Figure 9-13</i>
<i>Appendix D</i>	<i>Part Three</i>
<i>Article III</i>	<i>Phase IV</i>
<i>Book III</i>	<i>Section I</i>
<i>Chapter 6</i>	<i>Table 2</i>
<i>Chart SB</i>	<i>Volume I</i>
<i>Class VI</i>	

b. Words such as *block*, *column*, *item*, *line*, *note*, *paragraph*, and *step* traditionally appear lowercase in text.

**7-12. Categories of publications and courses.** Do not capitalize general categories of publications and courses such as *concepts*, *field manuals*, *training circulars*, *soldier training publications*, *mission training plans*, *drill books*, *interactive courseware*, *Army correspondence courses*, and *Army regulations*.

**7-13. Component of publications.** Do not capitalize *foreword*, *table of contents*, *preface*, *introduction*, *glossary*, *references*, and *index* when used as general nouns. Capitalize them when referring to specific segments of a particular publication:

A committee of general officers authored the *Preface* to FM 25-XX; General Smith wrote and signed the *Foreword*. An *introduction* will not be necessary. The *Table of Contents* needs to be revised to list the new material—chapter 7 and appendix F. This book needs an *index*.

**7-14. Titles.** In book, part, chapter, section, and other titles in which major elements are initial capped, initial cap the first and all major elements of a compound:

*FM 1-105, Air-to-Air Operations*  
*Rear-Area Protection*  
*Off-Post Activities*  
*Follow-Up Training*.

**7-15. Nicknames.** Capitalize nicknames such as *Quick Fix*, *Hind*, and *Blue Force*.

**7-16. Items of equipment.** Apply the standard rules of capitalization to equipment nomenclature:

*Abrams M1 tank*  
*radio teletypewriter, AN/GRC-122*  
*AN/GRC-122 radio teletypewriter*  
*electronic information delivery system*

**7-17. Programs and systems.** Generally do not capitalize *program* or *system* unless it is part of a title.

### Section III Compounds

**7-18. Introduction.** Compounds take one of three forms: open, solid, or hyphenated. They may be permanent or temporary. Their use and meaning often determine how they appear; however, consult the dictionary first (see fig 7-1).

**7-19. Open compounds.** Open compounds appear as separate words:

<i>bobby trap</i> [when used as a noun]	<i>smoke grenade</i>
<i>crew member</i>	<i>smoke pot</i>
<i>decision making</i>	<i>smoke screen</i>
<i>hand grenade</i>	<i>time frame</i>
<i>land mine</i>	<i>time span</i>
<i>machine gun</i>	<i>war game</i> [when used as a none]
<i>make up</i> [when used as a verb]	
<i>push button</i> [when used as a noun]	<i>weak point</i>
<i>sand table</i>	<i>work load</i>
<i>set up</i> [when used as a verb]	<i>work sheet</i>

**7-20. Solid compounds.** Solid compounds appear in the dictionary as single words:

*logbook*  
*mainframe*  
*makeup* [when used as a noun]  
*setup* [when used as a noun]  
*strongpoint* [when referring to a defensive position]

**7-21. Hyphenated compounds.** Join compounds with hyphens when indicated in the dictionary or when required by rules such as those below.

a. Hyphenate compounds formed with *bold*, *better*, *best*, *ill*, *lesser*, and *well* when they precede the noun unless the compound is itself modified:

He is a *well-known* general.

**but**

He is a *very well known* general.

b. Do not drop the hyphen in permanent compounds if they are modified:

She is a very *ill-mannered* child.

c. Hyphenate words when necessary to avoid being ambiguous or awkward: *bell-like*; *counter-countermeasures*.

d. Hyphenate two nouns that signify that one person or one thing has two functions: *writer-editor*; *clerk-typist*.

e. Hyphenate nouns of relatively equal rank when they are used as compound modifiers: *host-nation support*.

f. Capitalize hyphenated compounds when appropriate (see para 7-14).

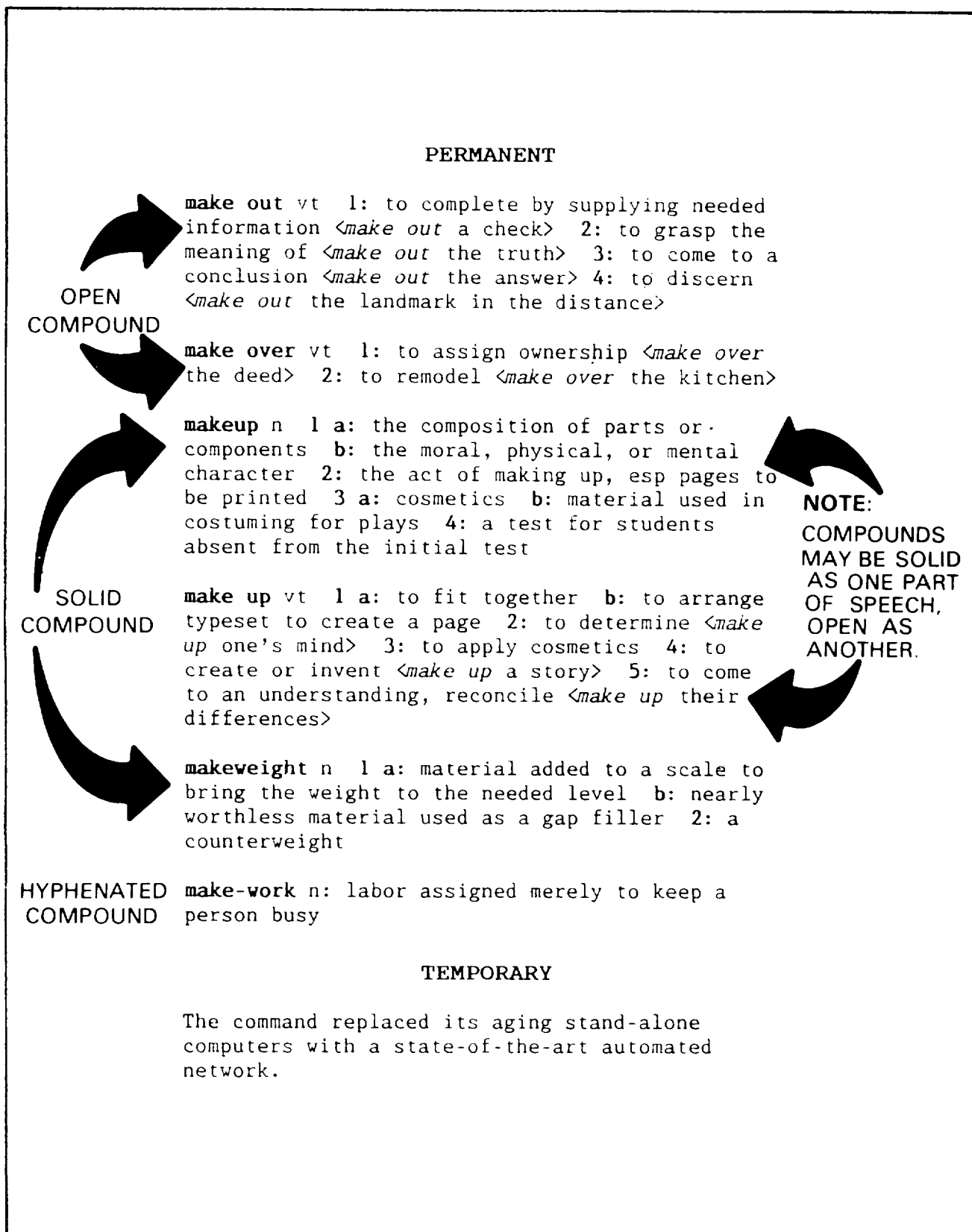


Figure 7-1. Types of compounds.

**7-22. Words formed with prefixes.** In the strictest sense, words formed with prefixes are not compounds.

a. Unless covered by another rule or shown differently in the dictionary (see b below), write words formed with the following prefixes as single words: *anti*, *co*, *counter*, *de*, *extra*, *infra*, *inter*, *mini*, *multi*, *non*, *over*, *para*, *photo*, *post*, *pre*, *pro*, *pseudo*, *re*, *semi*, *sub*, *super*, *supra*, *ultra*, *un*, and *under*.

<i>antitank</i>	<i>postexercise</i>
<i>nontechnical</i>	<i>posttest</i>
<i>multiservice</i>	<i>Preexercise</i>

b. Hyphenate words formed with prefixes when—

— The dictionary so indicates: *co-worker*; *de-escalate*; *de-energize*.

— The second element is a number: *pre-1915*.

— The second element is a proper noun or adjective: *un-American*.

— The element to which the prefix is added already has a hyphen: *non-civic-minded group*.

— They are spelled like other words but have different meanings: *pre-position* [to place on site ahead of time]; *mis-laid* [inaccurate mortar firing].

c. Join open compounds with a hyphen when adding a prefix: *noncode-word*; *to subhand-receipt*.

**7-23. Words formed with suffixes.**

a. Avoid coining new words with *-ize* and *-wise*. Adding the suffix *-ize* to nouns or adjectives will form verbs: *hospitalize*, *verbalize*. Adding the suffix *-wise* to nouns will form adverbs: *clockwise*. Both of these suffixes are used to excess, especially in bureaucratic writing: *Partywise*, they were Republicans, but that didn't stop the precinct workers from trying to *reprioritize* their values.

b. Join open compounds with a hyphen when adding a suffix: *measuring-cupfuls*.

**7-24. Permanent and temporary compounds.**

a. Consult the dictionary for permanent compounds:

<i>self conscious</i>	<i>headgear</i>
<i>two-sided</i>	<i>password</i>

b. Hyphenate temporary compounds to avoid misleading the reader:

*air-to-air missile*  
*three day-long sessions*  
*rear-area protection*

## Section IV Numbers

**7-25. Introduction.** Depending on the purpose and tone of the text, numbers may be expressed as figures or as words. Because figures are visually different from the words that surround them, they automatically stand out in text. In statistical, scientific, and technical texts, figures are appropriate. In literary texts, all numbers

that can be expressed in one or two words are spelled out. For ArmyWide doctrinal and training publications, which fall midway between these two extremes, apply the guidelines below.

**7-26. Numbers expressed as figures.**

a. Use figures for numbers of 10 or above:

The sergeant ordered 25 copies of the manual.

b. You may express numbers of a round million or more in a combination of figures and words:

4 billion **but not** 7 billion, 362 million

c. Use figures for related numbers when one of them is 10 or above. However, express any unrelated number below 10 as a word:

In January, the supply clerk requisitioned 15 desks. Of these, 9 are double-pedestal desks and 6 are single-pedestal desks. Of the latter, 3 should arrive in June, 3 in August. The clerk also ordered two sets of drawer dividers for each desk.

d. Use figures for dates: 17 July 1981; FY88.

e. Use figures for clock time:

8 o'clock  
 8 AM or 8 PM  
 0800

f. Use figures for age:

6 years old  
 at age 21

g. Use figures for periods of time greater than 10:

14 days **but** five years

h. Use figures for units of measure:

9 meters		tenpenny
6 1/2 inches	<b>but</b>	three-ply
8 foot-pounds		one gross
240 volts		
50 horsepower		

i. Use figures for reference numbers and serial numbers:

page 10  
 paragraph 1-4  
 lines 2 through 7 or lines 2-7 [also see para 7-30d]  
 Figure 1  
 model 153-88A  
 G-44338

j. Use figures for money:

\$100                      \$95.45  
 \$.85 or \$0.85      \$25 million

k. Use figures for percentages and decimals:

10 percent  
 12.5% [only in graphics]

l. Use numerals for degrees (see also para 7-6d):

55.6° F below zero [see para 7-27f for use of zero]  
or -55.6° F  
45° C or 45 degrees Celsius  
0° F or 0 degrees Fahrenheit  
77° E or longitude 77 degrees east

m. Use figures for negative numbers:

-5 or minus 5

n. Use figures for ratios and scores:

a ratio of 5:7 or 5 to 7 or a 5-to-7 ratio  
a score of 23-21 or 23 to 21  
60-40 odds  
a passing score of 85

o. Use figures for chemical compounds:

C02, H20

p. Use figures for addresses:

room 142  
45 Pavilion Place

q. Use figures for chapter numbers:

Chapter 2, Defensive Operations

r. Use figures for fractions unless they are followed by a phrase starting with of:

1/2 inch **but** one-third of an acre

s. Use figures to express ordinals in military units. Exceptions are corps, US Armies, and fleets.

1st Battalion but III Corps  
2d Infantry First Army  
Sixth Fleet

7-27. Numbers expressed as words.

a. Use words for numbers below 10 unless another rule applies:

Only *five* men and *seven* women stayed at the station.  
Of the 15 students, 3 passed the test.  
[see para 7-26c.]

b. Use words for numbers that begin sentences:

*Forty* men battled the fire.  
*Thirteen* percent was the lowest rate quoted.

c. Do not begin a sentence with a number when paragraph 7-26c applies.

d. Use words for numbers below 100 preceding a compound modifier containing a figure:

*fifty* 12-inch boards **but** 100 8-inch howitzers

e. Use words for fractions that begin sentences:

*Two-thirds* of the class passed the text.

f. Spell out *zero* when used alone:

The audit showed a *zero* balance  
but

The thermometer reading was 0° C.

g. Use words for indefinite numbers:

in his *nineties* **not** his *90s*  
the late *forties*  
*threefold*, *fiftyfold*, *one hundredfold*  
*three to four thousand* people  
*thousands* of soldiers

h. If a publication is divided into part, use words to designate each part: Part *Three*.

i. Use words to express ordinals in text:

*eighth* day  
*twenty-first* century  
*third* quarter  
*Fourth* of July  
*Ninety-first* Congress  
*Fourth* Congressional District

7-28. Roman numerals.

a. When organizing a publication using sections, number the sections with Roman numerals: Section *I*, Ammunition.

b. Designate corps with Roman numerals: *VI* Corps.

c. Use lowercase Roman numerals to number the front matter of a publication having two-part page numbers: *i*, *ii*, *iii*, *iv*.

7-29. Numbers in titles. For numbers in titles, follow the rules for numbers in text.

7-30. Punctuation with numbers.

a. Use commas in numbers of four or more digits. Some exceptions are years, serial numbers, page numbers, military time, common and decimal fractions, telephone numbers, degrees of temperature, and radio frequencies.

2,400 miles **but** page 1073

b. Hyphenate unit modifiers containing numbers unless indicating a percentage:

*five-member* committee **but** 5 percent increase

c. Hyphenate fractions expressed in words: *three-fourths* majority.

d. Use *through* instead of a dash to indicate a series of pages when the page numbers are hyphenated:

pages 3-1 *through* 3-8 **instead of** pages 3-1—3-8



**7-31. Repetition of numbers.** Do not repeat numbers in parentheses:

B Company requisitioned *two* typewriters.

***not***

B Company requisitioned *two (2)* typewriters.

**7-32. Numbers with shortened word forms.** Adhere to standard spacing and punctuation when using abbreviations in graphics:

7m	<i>for</i>	7 meters
7.62-mm machine gun	<i>for</i>	7.62-millimeter machine gun
FY 88	<i>for</i>	fiscal year 1988

**7-33. Spacing with mathematical signs and numerals.**

4 x 2 x 8 [space on each side of sign]  
 -2 + (+3) +1 [no space between sign and numeral to show positive or negative quality]  
 ±5 mils [no space to show tolerance or accuracy]

## Section V Punctuation

**7-34. Introduction.** Punctuation is to writing what inflection is to speaking. Like the alphabet itself, punctuation is part of the writing system—a set of visual clues that support the syntax of sentences, clarifying the grammar and intended meaning. The conventions that govern punctuation are not absolute; they have changed over the course of time, and they vary slightly by locale and by occupation. Yet, each punctuation mark has specific functions established by tradition and need. Like correct spelling, correct and consistent punctuation is a necessity, not a luxury.

### 7-35. Laundry lists.

a. Lead-ins. Punctuate laundry list lead-ins with either an em dash or a colon. Use an em dash at the end of an introductory phrase that reads into the elements of a series. Use a colon when the introductory phrase could stand alone as a complete sentence, whether or not it contains the words as *follows* or *the following*.

b. Elements. Punctuate the elements of a laundry list appropriately (see fig 7-2 for examples).

**7-36. Series elements.** Add a comma before the conjunction preceding the last element in a series of three or more items:

*A division consists of brigades, battalions, companies, and platoons.*

**7-37. Abbreviations and acronyms.** Do not use periods with abbreviations and acronyms. Where a reader might confuse an abbreviation, such as *at* meaning antitank with the preposition *at*, write out the word.

**7-38. Prefixes.** For the use of hyphens with prefixes, see paragraph 7-22.

**7-39. Parenthetical elements.** In applying the following rules, avoid burying important information in parentheses or including unnecessary information just because parentheses are available.

a. Use brackets around parenthetical elements within parenthetical elements; however, if referring to subparagraphs, use parentheses:

*The soldier training publication is scheduled for printing in June. (Anticipated changes in doctrine [FM XX-X] may alter this projection.)*

***but***

*Controllers then conduct after-action reviews (see para 2b(3)).*

b. Do not capitalize the first letter or punctuate the end of a parenthetical sentence within a sentence:

*The manuscript read smoothly (editors would call it coherent) because it was logically organized.*

**7-40. Possessives.** Do not attribute possession to descriptive terms such as officers club and instructors course.

**7-41. Numbers.** For punctuation with numbers, see paragraph 7-30.

**7-42. Restrictive and nonrestrictive elements.** Use appropriate punctuation to set off words, phrases, and clauses that may be omitted without changing the meaning of the sentence:

*The company commander, Captain Witney, conducted the training.*

[Because the company has only one commander, omitting the commander's name will not change the meaning of the sentence; therefore, set it off with commas.]

*The company that is occupying the strongpoint needs relief.*

[Because the force consists of many companies, the information about occupying the strongpoint is necessary to identify which company; therefore, do not set it off with commas.]

*The meaning of the acronym TOW was verified.*

[The reader needs to know which acronym the writer has in mind; because it is essential to the meaning of the sentence, do not set it off with commas.]

*Two members—the chairman and the secretary—will attend.*

[Using commas might mislead readers into thinking two members in addition to the chairman and the secretary would attend.]

<p><b>BASIC STYLE A</b></p> <p>The training program must include—</p> <ul style="list-style-type: none"><li>• Army leadership techniques.</li><li>• Map reading.</li><li>• Terrain analysis</li></ul>
<p><b>BASIC STYLE B</b></p> <p>A tactical operations center requires equipment such as the following:</p> <ul style="list-style-type: none"><li>• maps,</li><li>• telephones,</li><li>• radios, and</li><li>• tables.</li></ul>
<p><b>BASIC STYLE C</b></p> <p>A tactical operations center requires equipment such as the following:</p> <ul style="list-style-type: none"><li>• Maps.</li><li>• Telephones.</li><li>• Radios.</li><li>• Tables.</li></ul>
<p><b>BASIC STYLE D</b></p> <p><b>Required reading includes—</b></p> <ul style="list-style-type: none"><li>• civilian journals,</li><li>• Army regulations,</li><li>• field manuals,</li><li>• trainer’s guides,</li><li>• Army training and evaluation programs.</li></ul> <p><b>or</b></p> <p>Required reading includes—</p> <ul style="list-style-type: none"><li>• civilian journals, contractor literature, and reference books;</li><li>• Army regulations;</li><li>• field manuals;</li><li>• trainer’s guides;</li><li>• Army training and evaluation programs.</li></ul>

Figure 7-2. Laundry list examples

**7-43. Ellipses.** To indicate a long pause or to show that words have been omitted from a quotation, use three ellipsis points [. . .] separated by spacing.

*FM 100-5 emphasizes “. . . tactical flexibility. . . and initiative among subordinates. . .”*

**7-44. Dashes.** In typescript do not add a space before, between, or after two hyphens used to represent a dash, for example:

*Two members—the chairman and the secretary—will attend.*

Note: In typeset each set of dashes will be converted to an em dash.

**7-45. That is and for example.** Do not separate *that is* and *for example* phrases from the rest of the sentence with semicolons. Set these phrases off with commas.

*We will agree, for example, in the matter of the acquisition.* [phrase]

**but**

*We will follow these orders; that is, we will prepare the site immediately.* [independent clause]

**7-46. Adjectives.** Hyphenate a compound that is a predicate adjective and an adjective that does not appear in normal syntactical position in front of the noun:

The negotiations were *high-powered*.

The mechanic needed three wrenches: *1-inch*, *1/4-inch*, *1/8-inch*.

**Section VI**  
**Spelling, Usage, and Word Division**

**7-47. Introduction.** As doctrine changes and equipment becomes more sophisticated, so does terminology. Publications written for a few specialists well versed in trade jargon can use a flexible, highly technical vocabulary, perhaps even unconventional syntax or spelling. However, publications intended for large, diverse audiences cannot assume that all readers will be equally knowledgeable, motivated, and quick to learn. Unusual terms, nonstandard usage, eccentric spellings, and incorrect word divisions impede the flow of information. To reach their audiences effectively, Armywide doctrinal and training publications must include clear terminology, normal spelling, and standard usage.

**7-48. Spelling.** correct and consistent spelling is basic to quality doctrinal and training publications, It is essential to comprehension, readability, and credibility. If a troublesome word is not listed here, use the preferred dictionary spelling, always use the same spelling throughout the publication.

a. Preferred and correct spellings:

<i>advisor</i>	<i>advise</i>
<i>align</i>	<i>aline</i>
<i>appendixes</i>	<i>appendices</i>
<i>enclose</i>	<i>inclose</i>
<i>endorse</i>	<i>indorse</i>
<i>entrench</i>	<i>rather than intrench</i>
<i>gauge</i>	<i>gage</i>
<i>go/no-go</i>	<i>go-no-go; go, no-go</i>
<i>inquire</i>	<i>enquire</i>
<i>judgment</i>	<i>judgement</i>

<i>reinforce</i>	<i>reenforce</i>
<i>supersede</i>	<i>supercede</i>
<i>toward</i>	<i>towards</i>
<i>usable</i>	<i>useable</i>

## b. Frequently misspelled words:

<i>accessible</i>	<i>occurred</i>
<i>accommodation</i>	<i>receive</i>
<i>audible</i>	<i>rescission</i>
<i>collocate</i>	<i>supersession</i>
<i>consensus</i>	<i>suspectible</i>

**7-49. Usage.** Be guided by dictionary labels that identify words as obsolete, dialectal, substandard, and slang. To reach the widest audience, avoid regional or archaic words, jargon, and verbiage that is either too pretentious or too colloquial for its subject and audience. To select words appropriate for their contexts, use your knowledge of denotation and connotation and exercise judgment.

## a. Word choice.

(1) Newly coined words, jargon borrowed from other specialized fields, and parts of speech used abnormally can interrupt the flow of information by forcing readers to pause to consider the meaning. For example, avoid using *remote* and *weather vane* as verbs. Be cautious about transferring words such as *proactive*, a term from the field of psychology, to Army training where their intended meanings are wholly different:

The exercise plan called for *remoting* the command post.

The rocket may *weather vane* into the wind.

People *dark-adapt* to varying degrees and at different rates.

Aircraft repairs are *work-ordered* to the supporting AVIM.

Rear-area protection requires *proactive* planning.

(2) Ensure all words used can be found in a standard dictionary or are clearly defined in a glossary. Examples are *deconfliction* and *attrit*.

b. Words used incorrectly. Avoid other words, such as those below, that may cause confusion or be used incorrectly:

<i>acclimatization</i>	<i>palliative</i>
<i>agoraphobia</i>	<i>playability</i>
<i>muskeg</i>	<i>remediate</i>

**7-50. Word division.** Syllable breaks are not always correct end-of-line breaks. Use the dictionary to determine syllables and apply the following guidelines for dividing words at the ends of lines of type.

a. Never divide one-syllable words: *helped*, *passed*, spelled.

b. Never divide the following suffixes:

<i>-ceous</i>	<i>-gious</i>
<i>-cial</i>	<i>-sial</i>
<i>-cion</i>	<i>-sion</i>
<i>-cious</i>	<i>-tial</i>
<i>-geous</i>	<i>-tion</i>
<i>-gion</i>	<i>-tious</i>

c. Never divide words that begin with one-letter syllables at the first syllable:

<i>amend- ment</i>	<i>a- mendment</i>
<i>across</i>	<b>not</b> <i>a- cross</i>
<i>evic- tion</i>	<i>e- viction</i>
<i>against</i>	<i>a- gainst</i>

d. Keep vowels that form a syllable on the first line:

<i>sepa- rate</i>	<i>sep- arate</i>
<i>leci- thin</i>	<b>not</b> <i>lec- ithin</i>
<i>evalua- tion</i>	<i>evalu- ation</i>

e. Refer to the dictionary for the division of words formed with *-ible* and *-able*. In many cases, these suffixes may not be divided.

f. Words beginning with two-letter syllables may be divided after that syllable. Keep two-letter endings with the word:

<i>co- ordinate</i>	<i>coordinat- ed</i>
<i>in- ternal</i>	<b>but not</b> <i>internal- ly</i>
<i>po- sition</i>	<i>position- al</i>

g. Divide hyphenated compounds only at the hyphen:

<i>court- martial</i>	<b>not</b> <i>court-mar- tial</i>
<i>self- reliant</i>	<i>self-re- liant</i>

h. Avoid divisions that might confuse and distract the reader when either part of the division could be misinterpreted:

<i>wind- ing</i>	<i>inter-rogate</i>
<i>pray- er</i>	<i>refer- ence</i>

i. Keep an individual's name on one line.

j. To the extent possible, keep dates and numbers and their related elements on the same line:

*The accounting procedures for field medical food service are in FM 8-505. The techniques for head counting are explained in paragraph 3-7a.*

k. Never interject a graphic between two parts of a divided word.

l. Never divide words between pages, and avoid dividing them between columns.

m. Never divide acronyms.

## Part Four Production and Processing

### Chapter 8 Producing Camera-Ready Copy

**8-1. Description.** CRC is prepared error-free in the exact format desired for the final publication. Unlike CRMs, however, it does not require a comprehensive dummy, nor is it normally mounted on boards. CRC may be prepared on a typewriter or on a word processor that outputs to an impact printer or a laser printer. The original copy is forwarded to the printer to be

photographed, printed, assembled, and distributed. Depending on equipment capability, graphics may be produced electronically or in the traditional method. A combination of mounted and unmounted CRC may be submitted for the same publication.

## 8-2. Quality.

a. The minimum ADTL standard for laser-printed copy is a resolution of 300 DPI. However, not all copy produced at 300 DPI is acceptable. To reproduce well, type must be sharp and clean. The characters may not be weak, broken, or filled in.

b. Letter-quality dot matrix print is not acceptable.

c. Dot patterns produced at 300 DPI are not acceptable for screen tints. See paragraph 9-7a(1)(f) and figure 9-3 for the requirement to produce screen tints.

**8-3. Size.** Publications may be produced on 8 1/2- by 11-inch paper to accommodate typewritten or laser-printed copy.

**8-4. Type.** If equipment lacks the capability to vary point size, 10- or 12-pitch type will be used for body copy.

## 8-5. Format.

a. For typewritten copy and copy produced on automated equipment lacking or limited in type and page composition capabilities, format requirements follow. Also see figure 8-1.

(1) **Margins** will be 1 5/8 inches at the top and 7/8 inch at the bottom following the page number. The page number will be separated from the body copy by at least 3/8 of an inch. The left and right margins will be 1 inch each.

(2) **Text** will be single-spaced and prepared in either 6 1/2-inch-wide single columns or double columns no wider than 3 1/8 inches each separated by a 1/4-inch gutter. Columns need not be justified. Single-column text will be prepared in 10-pitch typescript with indented paragraphs. If text is in double-column format, 10- or 12-pitch typescript may be used.

(3) The **publication title on the cover** will be uppercase, centered on the page, and, if possible, bold.

(4) The **publication title on the title page** will be uppercase, centered at the top of the page, and, if possible, bold.

(5) The **part number and title**, if used, will be the same as (4) above.

(6) The **chapter number** will be centered with an uppercased *C* and, if possible, bold.

(7) The **chapter title** will be centered on the line directly below the chapter number. It will be initial capped and, if possible, bold.

(8) The **section number and title**, if used, will be centered, initial capped, and, if possible, bold.

(9) **Main paragraph titles** will be uppercase, flush left, and preferably bold. If bold is not possible, underline main paragraph titles.

(10) **First subparagraph titles** will be initial capped, underlined, flush left, and, if possible, bold. If bold is not possible, uppercase first subparagraph titles.

(11) **Second subparagraph titles** will be initial capped, flush left, and, if possible, bold.

(12) **Only the first letter of the first word of third subparagraph titles** will be uppercase. Titles will run into the text and, if possible, they will be bold. If bold is not possible, underline third subparagraph titles.

(13) **Running heads**—required in loose-leaf publications—will be uppercase and lowercase at the top of page, flush left on left-hand pages, flush right on right-hand pages.

(14) **Page numbers** will be centered at the bottom of the page.

(15) **Only the first letter of the first word of graphic captions** will be uppercase. They will be centered under the figure and, if possible, they will be bold.

(16) **Only the first letter of the first word of table captions** will be uppercase. They will be centered over the table and, if possible, they will be bold.

(17) **Text in graphics** will be initial capped.

b. For copy produced on automated equipment having type variations and/or page composition capabilities, format requirements follow. Format will adhere faithfully to the organization of the final approved draft.

(1) **Page layouts** will conform to one of the basic page grids shown in DA Pam 25-36, appendix A. Publications produced in 8 1/2-by 11-inch size will use one of the grids specified in DA Pam 25-36 for a 10 7/8-by 8 3/8-inch size.

(2) **Type size, line length, and leading** must conform to the principles established in DA Pam 25-36. Measurements expressed in picas can be converted to inches by dividing the picas by 6.

(a) Preferably use a serif typeface such as Schoolbook, Century, or Times Roman. If your laser printer cannot adequately produce thin serifs, use a sans-serif typeface such as Univers or Helvetica. Keep the size of body copy between 9 and 12 points.

(b) Within charts, illustrations, and graphs, use a sans-serif typeface such as Univers or Helvetica no smaller than 8 points. If 9-point type is used for body copy, 7-point type may be used for graphics.

(c) Footnotes may appear as small as 6 points. However, if your equipment cannot produce a clean, legible character at 6 points, a larger size, not to exceed 8 points, must be used.

(d) Use sans-serif type in reverses. Filled-in characters are not acceptable.

**8-6. Graphics.** If graphics accompanying CRC are produced in the traditional manner, a space will be left in the text so that the printer can strip in the graphic keyed to that space. If they are produced electronically, the following guidelines apply:

a. Line art scanned and printed out as final CRC on a laser printer must contain lines that are crisp and unbroken.

b. Continuous tone photos and art must be prepared according to instructions contained in chapter 9; prescreened art and photos may not be used.

**8-7. Specific publication requirements** Consult TRADOC Reg 310-2 for additional ARTEPP requirements. Consult TRADOC Reg 351-11 and TRADOC Reg 351-12 for additional STP requirements.

a. Specifications.

(1) ARTEPPs and STPs (except job books)

(a) The basic format for the text is single-spaced and either single column (7 inches wide) or double column (typed lines no wider than 3 1/4 inches) separated by a 3/8-inch gutter. The columns need not be justified.

(b) For body copy, type shall be no smaller than 12 pitch (elite). The maximum image area per page will be 7 1/16 by 9 3/8 inches, exclusive of page numbers. For minimum margin requirements, see figure 8-1.

(c) For illustrations, charts, graphs, and tables, the type may be reduced to, but may not be smaller than, 8 points (80 percent of the elite size).

(2) Job books.

(a) Job books will be prepared normal size and marked for reduction to 3 by 5 inches (see fig 8-2). Copy will normally be typed using a gothic (sans-serif) typeface.

(b) Copy will be prepared using 10-pitch type on pages with trim sizes measuring 6 by 10 inches and marked *Reduce to 50 percent*. Minimum margins before reduction will be 3/4 inch on the sides of all pages; 3/4 inch at the top and 1 1/8 inches at the bottom for even-numbered pages; 3/4 inch at the bottom and 1 1/8 inches at the top for odd-numbered pages.

(c) Copy will be prepared using 12-pitch type on pages with trim sizes measuring 5 by 8 5/16 inches

and marked *Reduce to 60 percent*. Minimum margins before reduction will be 5/8 inch on the sides for all pages; 5/8 inch at the top and 15/16 inch at the bottom for even-numbered pages; 5/8 inch at the bottom and 15/16 inch at the top for odd-numbered pages.

b. Materials. Submit ARTEPPs and STPs on --

(1) Lightweight bristol board or bond paper with trim lines at all four corners (see fig 8-3). Pages without paste-ups of any kind will not require protective covers. Pages with paste-ups will need a protective tissue overlay but not a kraft paper cover.

(2) Bond paper trimmed to the exact size. Paper will not vary more than plus or minus 1/32 inch from the trim size. The text must be typed on the sheet in the exact position that it is to appear on the printed page. A protective tissue is required on pages containing paste-ups but not a kraft paper cover (see fig 8-4).

c. Identification. CRC prepared on lightweight bristol board or bond paper will not have identifying markings (see para 9-7b(6)) on the tissue overlays.

## **8-8. Final preparation.**

a. Mounted. CRC that requires a transparent overlay of any sort, such as to meet the requirements for halftones and screen tints, will be mounted and flapped with both a tissue overlay and kraft paper cover as shown in figure 9-3.

b. Unmounted. CRC not requiring an overlay may be submitted without being mounted. Submit only clean original copies with trim marks in all four corners or trimmed to the exact size.

(1) Pages with paste-ups must have a protective tissue overlay but are not required to have a kraft paper cover.

(2) Pages without paste-ups of any kind will not require the protective tissue overlay or the kraft paper cover.

c. Mixed. A combination of mounted and unmounted CRC may be submitted for the same publication.

**8-9. SME and editorial review.** You and the editor will review page proofs, as well as the completed CRC. The editor will review them against the requirements in chapter 6 and TRADOC Form 152-R at the back of this regulation.

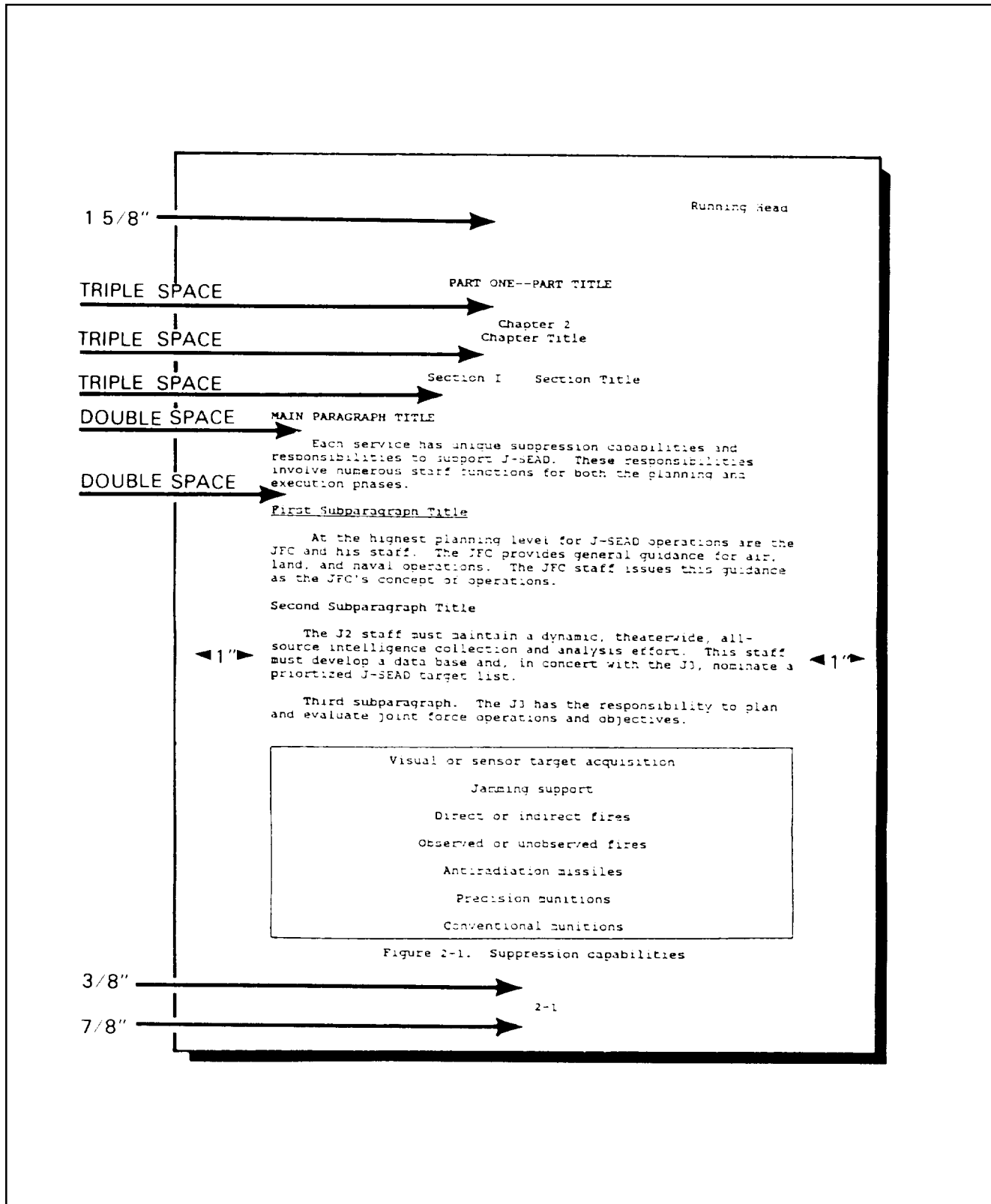
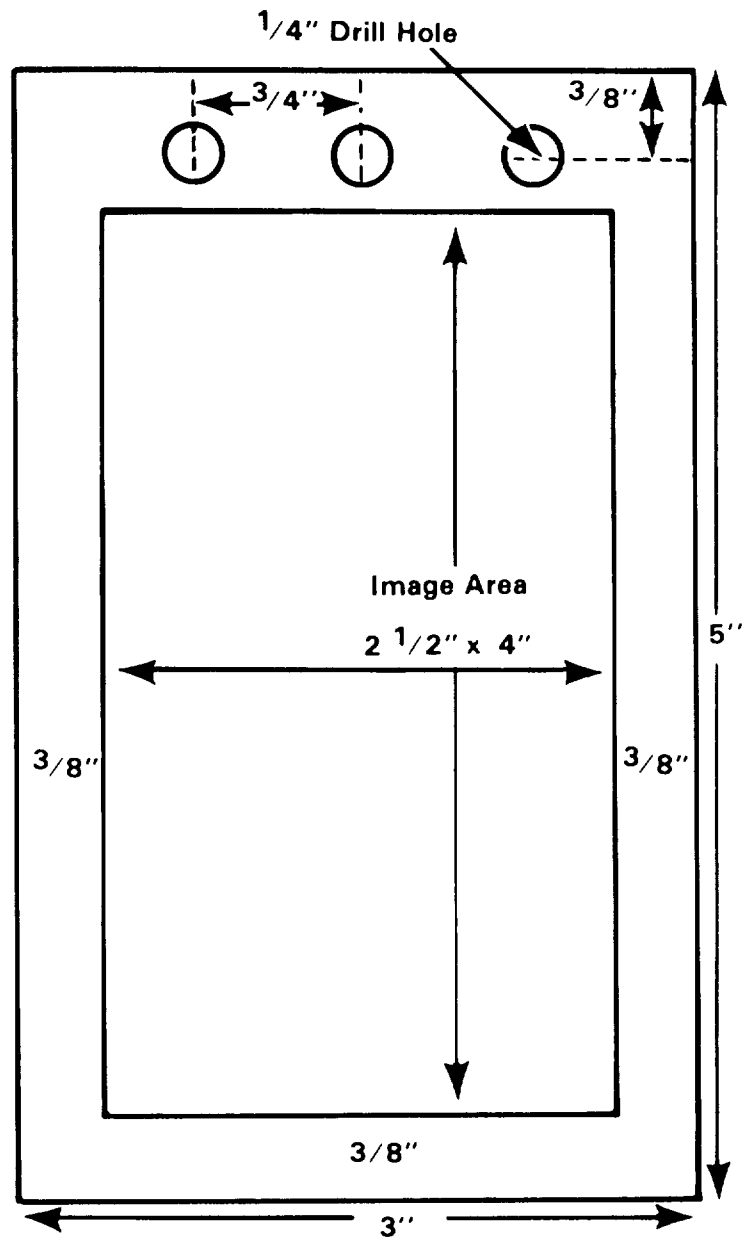


Figure 8-1. CRC format.

**Notes:**

1. One or two pages for oversize mechanical, not a mixture.
2. Four pages for 100 percent size.

Figure 8-2. CRC for job books.

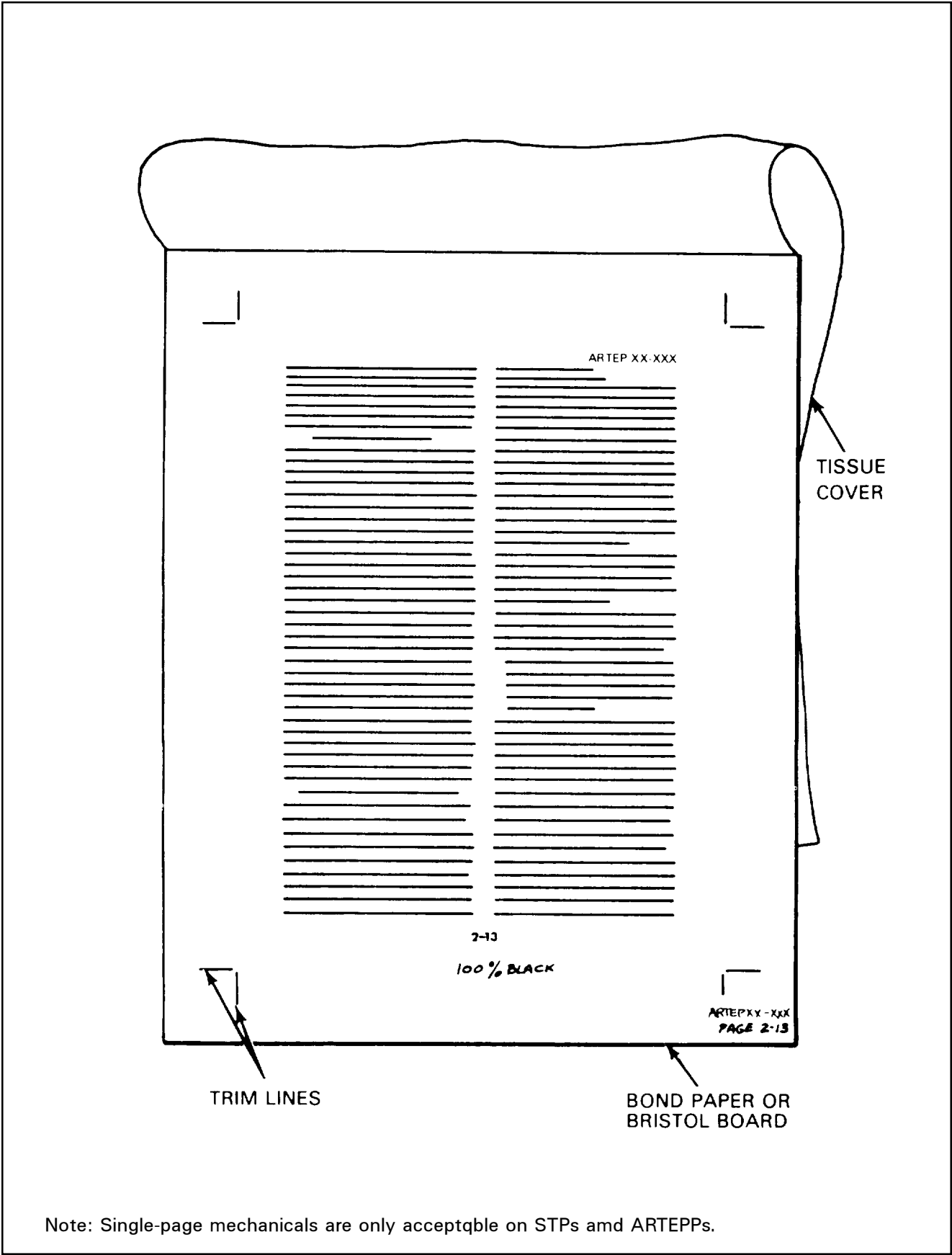
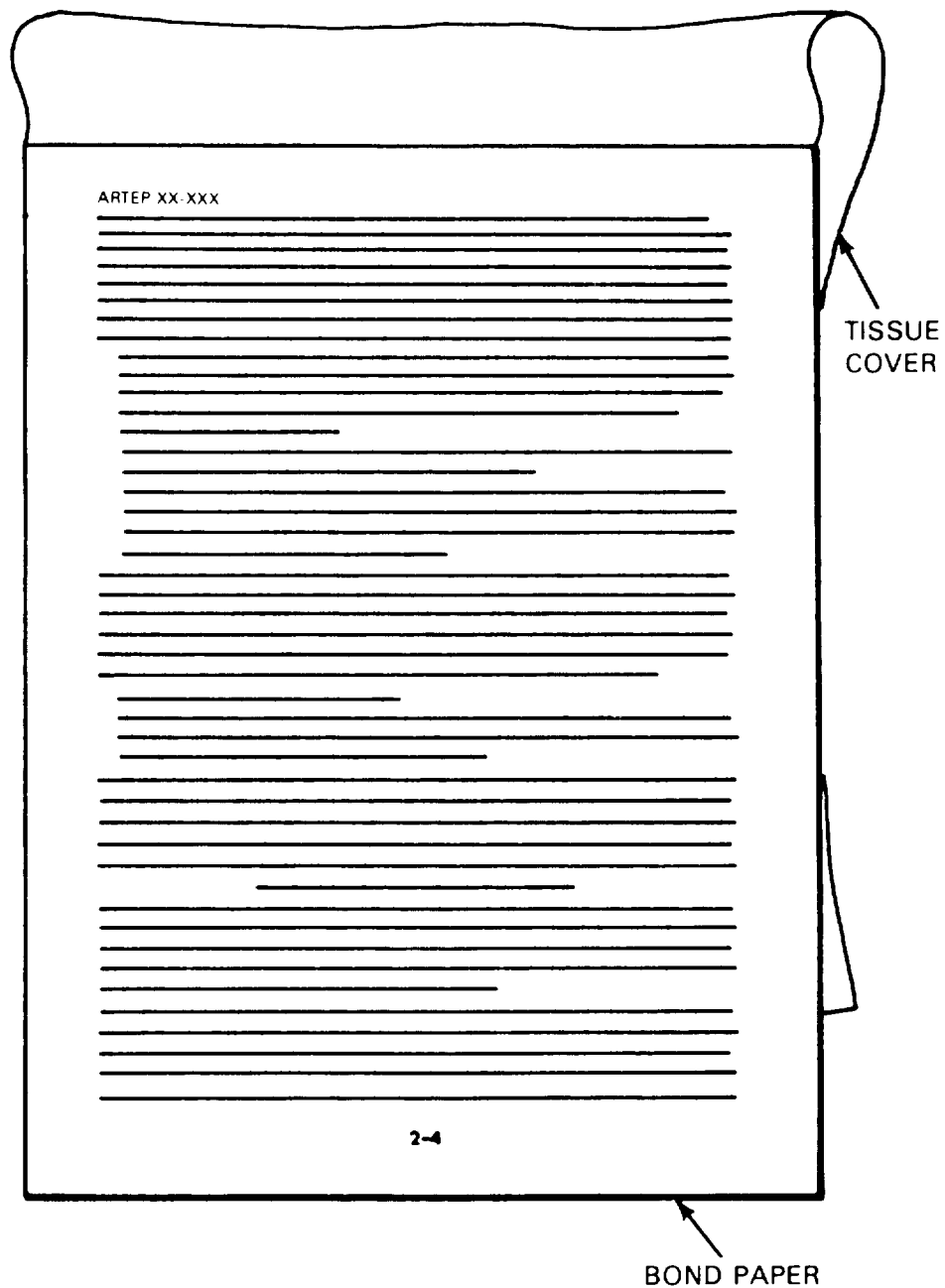


Figure 8-3. Typical single page prepared on bond paper or bristol board.





Note: Single-page mechanicals are only acceptable on STPs and ARTEPPs.

Figure 8-3. Typical single page prepared on bond paper trimmed to size.

## Chapter 9

### Producing Camera-Ready Mechanicals

#### Section I

##### The Comprehensive Dummy

**9-1. Description.** The comprehensive dummy is a page-by-page prototype of the final publication. It is prepared by the VIS as the first stage in the preparation of CRMs. It contains positioned proofs or copies of the actual typeset copy and rough graphics.

**9-2. Quality.** Because the comprehensive dummy controls the final product, it must be carefully designed and prepared. (DA Pam 25-36 contains detailed guidance on publication design.) The faces, sizes, and positions of type must signal the organization clearly, whether the paragraphs are numbered or unnumbered. Each level of paragraph heading must be distinctive, and the selected display type must be consistent at each level throughout the publication. The VIS must-

- a. Be alert for errors introduced at the typeset stage.
- b. Not omit copy or reverse its sequence.
- c. Number the pages properly and ensure that page references, such as those in the table of contents, are correct.
- d. Match the terms and labels in the graphics to those in the text.

#### 9-3. Specifications.

- a. Cover. The VIS will design a cover in the appropriate size and binding and according to the requirements in chapter 6, See figures 9-1 and 9-2.
- b. Color. The publication may contain one color in addition to black, so long as it is functional (also see para 3-le( 3)). The VIS will determine whether or not a second color is functional.
- c. Layout. The VIS will devise a design format that can be adapted to the first page of each chapter and to all other components that require repetitious treatment. The outline supplied by the editor will assist the VIS in formatting the book consistent with the organization of the text.
- d. Typography. The VIS will specify typefaces and sizes for the body copy and any text within graphics, ensuring that the organization in the final approved draft is followed faithfully. When paragraph numbers are not used, the VIS will ensure that the size and style of type and the placement of headings clearly indicate an organizational pattern. When adjustments to text or organization are desired to accommodate design, the VIS will coordinate with the editor and, if necessary, with you.

#### e. Graphics.

(1) Graphics clarify the subject matter, increase reader interest, and improve retention. Graphics can also reduce the written text. However, the VIS must coordinate with the editor when considering replacing or

incorporating part of the text into a graphic. A joint decision will ensure that organization and coherence remain intact. Without coordination, the VIS may disrupt the organization, for example, the requirement to have at least two paragraphs at any organizational level. This can happen if the VIS encloses one of only two main or subordinate paragraphs in a box. The VIS and the editor must collaborate to accommodate both their needs.

(a) Types. Graphics will fit the specific purpose of the text and the users' needs. Line drawings are an effective way to present complicated charts, diagrams, graphs, and exploded perspective views. Line reproduction can offer not only the highest degree of fidelity in printing but the greatest economy. Retouched photographs, wash drawings, and airbrush drawings provide the most realism.

(b) Sizes. Graphics will be large enough to present the subject matter clearly. Because of the cost of printing them, foldouts will be reserved for use when no other option is feasible.

(c) Placement. In the rare instances when a graphic cannot appear where introduced or on a facing page, the VIS will add its page number in the introductory text.

(d) Captions. All graphics must have captions at the top, bottom, or sides. They may or may not include numbers. Placement of numbers and captions will be consistent throughout the publication. The editor will review them for editorial accuracy and consistency.

(2) Graphics should be drawn after the comprehensive dummy page is laid out, not before. Drawing graphics to fit the allocated space is much easier than fitting type around illustrations that have already been drawn. Illustrations from other publications may have to be modified or completely redrawn.

**9-4. SME and editorial review.** You and the editor will review the comprehensive dummy before the CRMs are begun (see chap 5). The editor will review the comprehensive dummy against TRADOC Form 152-R at the back of this regulation.

#### Section II

##### Camera-Ready Mechanicals

**9-5. Description.** Simple CRMs consist of a paste-up which combines the type and art of a page in proper position and form so that only one photographic shot has to be taken for each color. More sophisticated CRMs involve overlays for color or tint that must register with the base art. The CRMs can be completely pasted up and can contain correctly spaced areas reserved for photographs and wash drawings furnished to the printer separately. Composition (text) is usually typeset, but it may also be typewritten or computer-printed. In any case, it must be a first or original copy rather than a carbon or duplicated copy. DA Pam 25-36 contains additional guidance on producing CRMs. See figures 9-3 and 9-4.

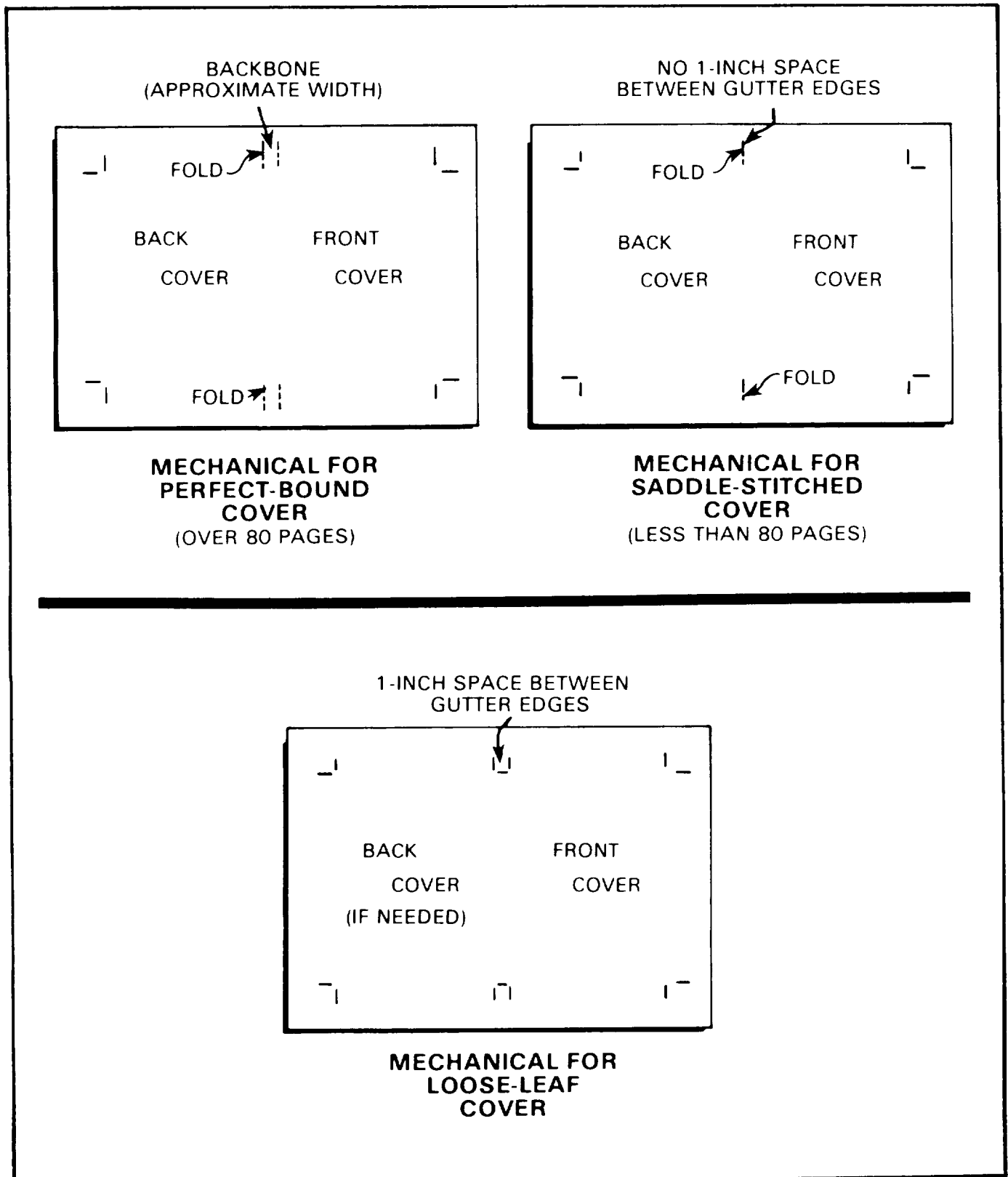


Figure 9-1. Basic arrangements for covers.

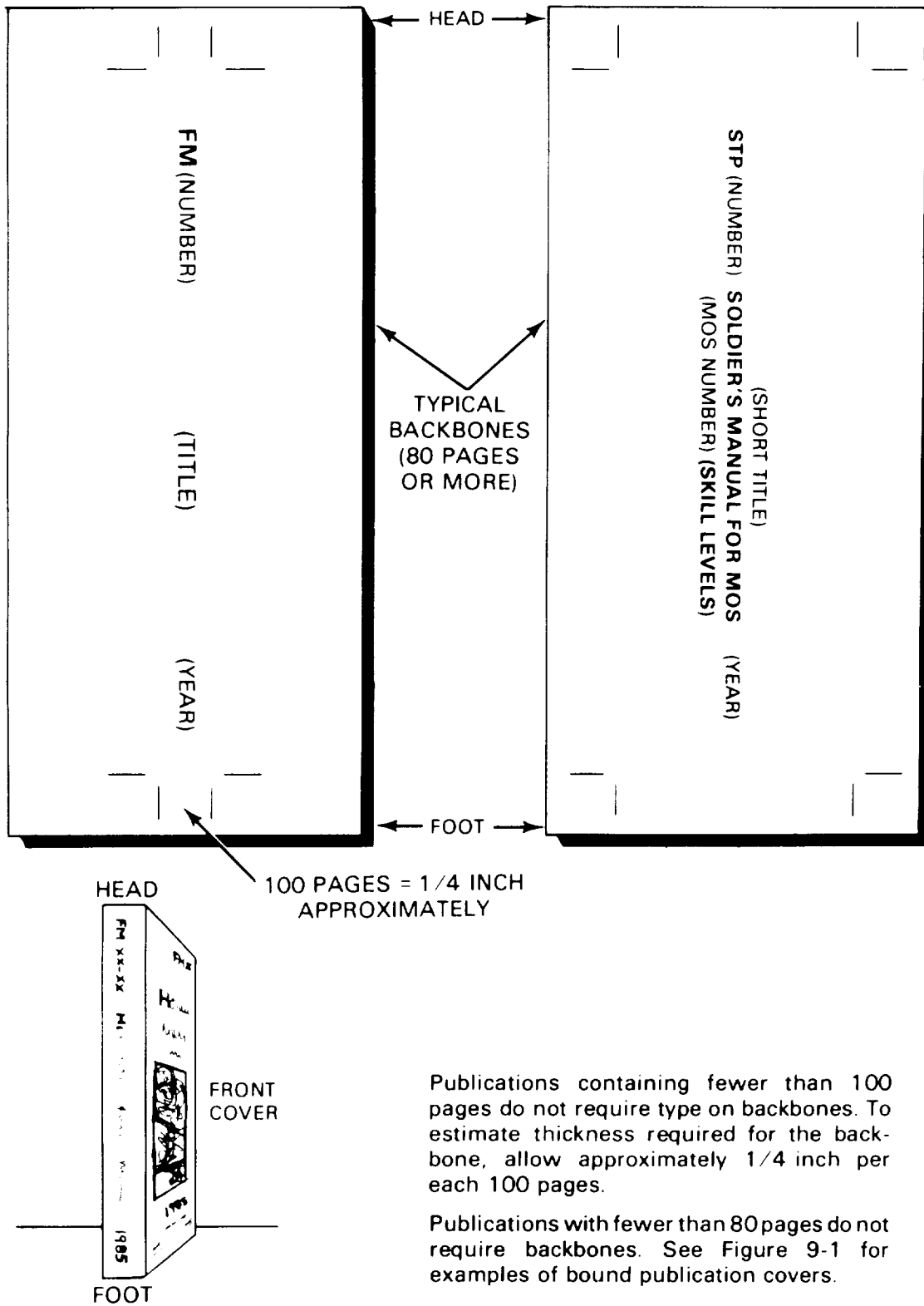


Figure 9-2. Mechanical for backbones.

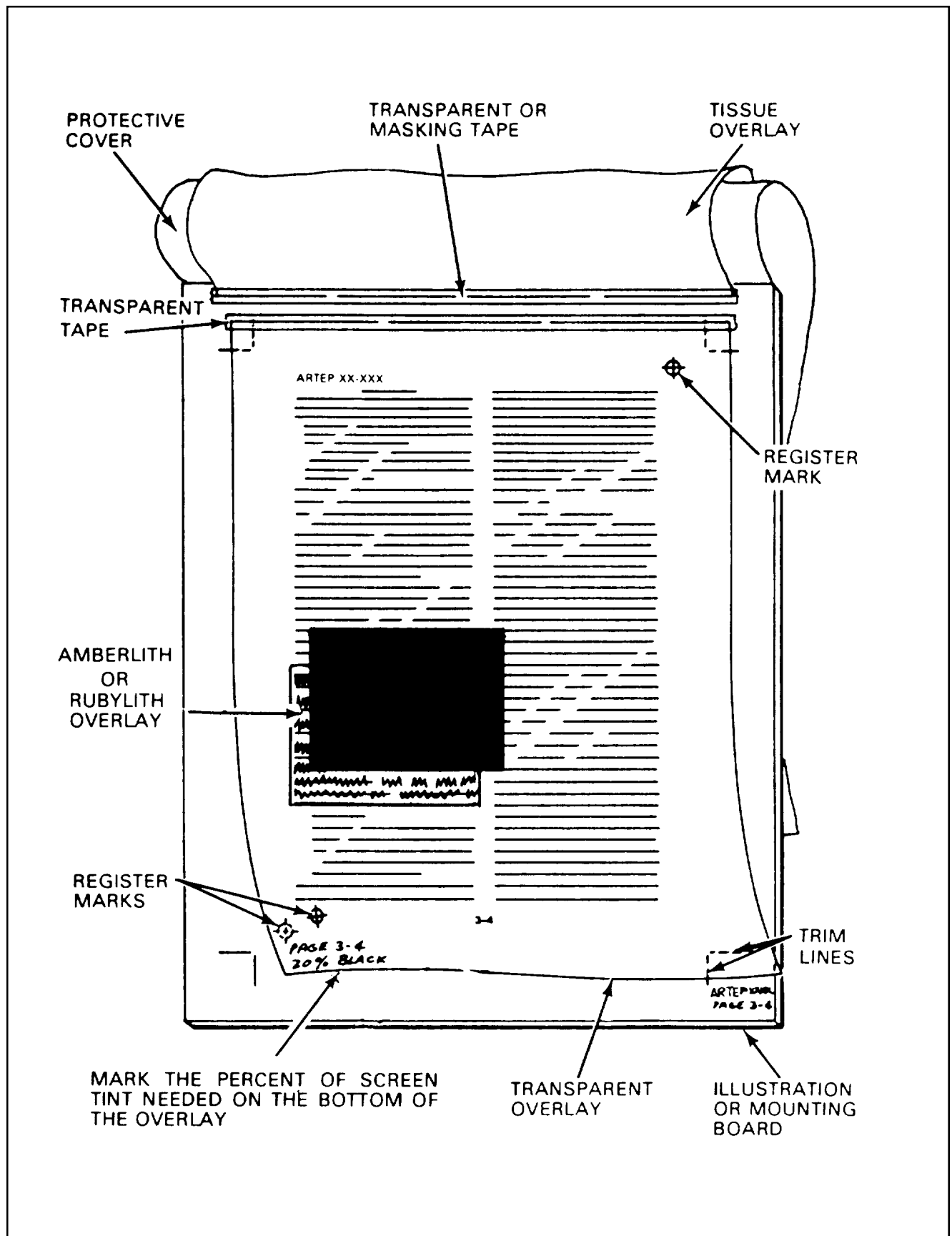


Figure 9-3. Typical single-page mechanical.

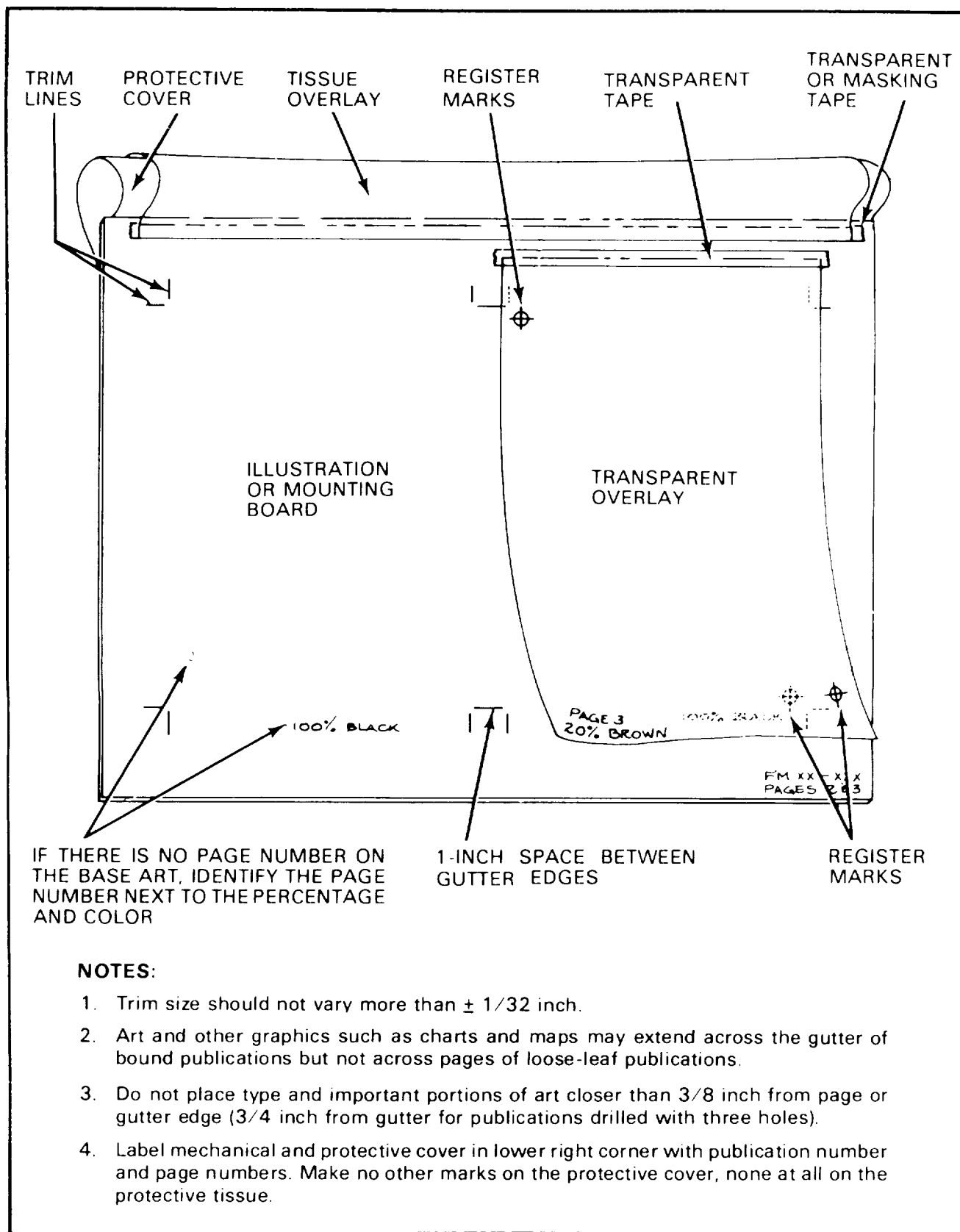


Figure 9-4. Typical Mechanical for two facing pages.

**9-6. Production process.** The VIS supervises graphic and CRM production. The VIS turns the original or the revised comprehensive dummy and all required changes over to the illustrators who prepare the CRMs. The illustrators will follow the comprehensive dummy exactly. They replace with final art the rough sketches or blank areas used for locating and sizing graphics. If the information and graphics are complicated, producing the CRMs can be an involved and time-consuming process.

**9-7. Production requirements.**

a. Field manuals and training circulars.

(1) Materials.

(a) All typesetting will be done on resin-coated paper. So-called stabilized paper is not acceptable because type set on it fades very quickly.

(b) Individual illustrations and camera-ready pages containing paste-up elements or overlays will be mounted on white mounting board. The board will be of sufficient weight to prevent buckling or curling after mounting. Mounting will be done so that artwork is not wrinkled, blistered, or stained by *bleeding* adhesive. The mounting boards will be uniform in size, when practical, to allow convenient handling and economical shipping and storage. A 1-inch minimum margin on all four sides of the image area of the artwork is required. A 2-inch margin is preferred.

(c) Mounted illustrations or camera-ready pages containing paste-up elements, overlays, or other fragile areas will have a nonoil tissue overlay and a heavy paper protective flap. The paper flap will be trimmed flush with both sides and the bottom of the mounting board. It will be folded over the top edge of the mounting board with the folded portion attached securely to the back side of the board.

(d) Marks for changes or corrections indicated on the tissue overlay will be removed or a new tissue overlay applied prior to submission for printing.

(e) Illustrators will construct overlays of transparent material such as acetate, Mylar, or polyethylene not less than .003 inch thick (preferably .005). Stable base material specially manufactured for overlay application, such as Amberlith and Rubylith, is preferred. Overlays of tissue or other paper stock are not acceptable.

(f) Wherever tints of any color, including black, are desired in line art, the area will be indicated on an overlay of Amberlith or Rubylith or with Para-Paque or similar masking film. Illustrators will prepare the area in register with base art so the printer can strip in a mechanical screen.

(g) In FM's and TC's, artificial shading aids, such as Zip-a-tone and Craftint, may be used to show volume or form in illustrations but not for tint blocks (solid shaded areas). Shading aids requiring a liquid developer are never acceptable. In ADTL other than FM's and TC's, shading aids may be used for tint blocks except when the block contains typeset copy.

(h) If Zip-a-tone is used, illustrators will ensure that the screen size will not be finer than 100-line after final reduction. They will burnish it firmly but carefully to avoid tonal variations and blurred dots and lines.

(2) Binding. Bound publications will be contained in a wraparound cover. Those that have 80 pages or fewer will be saddle-stitched. Those that have more than 80 pages will be perfect-bound (adhesive-bound). Loose-leaf format may be used if a publication will change frequently or if loose-leaf better serves user requirements.

(3) Format. The trim size of the publication usually determines the format for body copy. DA Pam 25-36 contains specifications for a variety of formats approved for use in ADTL.

(a) The preferred format for most publications that are 8 3/8 by 10 7/8 inches is 10- to 12-point type in two justified columns, each 19 to 20 1/2 picas wide, depending on type size. The columns are separated by a 2-pica space, for a total overall width of 40 to 43 picas.

(b) Safety margins must conform with those specified in a(1)(b) above. However, column widths should observe minimum and maximum ideal line lengths for the type sizes used.

(c) Whenever possible, the total pages of bound and loose-leaf publications will be planned to divide evenly by four.

(d) Graphics positioned sideways (broadside) will be placed so that the head is toward the gutter on right-hand pages and the foot is toward the gutter on left-hand pages.

(4) Typography. Typeset copy will be prepared for same size (100 percent) reproduction and pasted on mechanicals in camera-ready condition.

(a) The preferred typeface for body copy is a serif style such as Schoolbook, Times Roman, Century, or Cheltenham no larger than 12 points or smaller than 9 points.

(b) For illustrations, charts, and graphs, the VIS may use a sans-serif style such as Univers, Techno, Helvetica, or News Gothic no smaller than 8 points. If 9-point type is used for body copy, 7-point type may be used for graphics. In illustrations where the user is not required to read the copy, the type may be smaller than 8 points.

(c) VISs will not use serif-style type with thin line strokes in reverses.

(d) Leading between lines must be type size, plus 1 or 2 points for a column 19 to 20 1/2 picas wide.

(e) To facilitate readability, leading will always be proportionate to the length of the line and size of the typeface.

(f) Paragraph and chapter titles and other display type will be sized and styled in keeping with the design of the publication. They will be consistent throughout the publication.

(5) Bleeds. Art and design elements for bleed pages will extend 1/8 inch past the trim lines on the top, bottom, and outside edges of the page. Art or design elements will not extend past the trim lines on the gutter side.

(6) Base-art and type; overlays.

(a) Where possible, illustrators will prepare base art and type for black ink printing.

(b) Illustrators will paste line art, reproduction photostats, and type in position on mechanicals in camera-ready condition for same size (100 percent) reproduction. Strip-ins are not acceptable. Reverses and flops must be done by the preparing agency, not the printer.

(c) Art and type to be printed in a second color ink will be prepared on overlays. Screen tints of each color will be on overlays. Illustrators will mark the percent of screen tint desired on the bottom of the overlay, directly below the bottom edge of the page. The screen tint will be indicated in multiples of 10 ranging from 10 percent to 90 -percent. Solid colors will be marked as *100 percent* or *solid*. Illustrators will firmly hinge one edge of each overlay sheet to the base art with transparent tape. Masking tape is not acceptable. Tape will be extended the full length of the hinged side (see fig 9-4).

(d) Base art and overlays will be in register, with a minimum of two register marks on each page and two on each overlay. Register marks may be placed inside or outside the page trim area, although inside is preferable. Illustrators will not locate the register marks closer than 1/4 inch to type or art inside the page area or too far outside the page edge. In any case, marks will be located as far from each other as possible on each page, for example, in the upper left and lower right corners.

(7) Continuous tone art and photos.

(a) Illustrators will not use prescreened art and photos, such as screened veloxes, photomechanical transfer (PMT) prints, and preprinted copy, for line reproduction or for rescreening as halftones.

(b) Continuous tone art and photos for silhouette (outline) and square halftones will be mounted on separate boards. They must have the proper reduction or enlargement instructions indicated as a percent-not inches or picas. They must be protected in the same manner as mechanicals. If callouts are required in the halftone image, add another overlay with the callouts in place and in register with the position print.

(c) So that the printer will know exactly where and how the silhouette halftones are to be stripped in, represent them with position prints (preferably continuous tone) reduced to size and pasted in position. *For position only* will be written or stamped

in red or black ink across the position prints to ensure that the printer does not mistake them for camera copy. Masks will be prepared on overlays. They will be placed over the position prints and in register with the base art. They will be labeled, for example, *Blackout Mask, Page 10*. See figure 9-5.

(d) Square halftone art and photos do not require position prints. They must have blackout windows in the exact size and location, mounted directly on the base art or on a registered overlay. Illustrators will locate crop marks on the camera copy in proportion to the blackout windows on the base art. If the blackout will be closer than 1/4 inch to any type or art to be printed in the same color, the blackout must be prepared on an overlay. See figure 9-6.

(8) Printing instructions and identification.

(a) Using black or red ink, illustrators will write as closely as possible but no closer than 1/8 inch to the trim area to ensure that instructions, identification, and border information appear on the film negatives when the pages are photographed.

(b) Trim lines will be placed in the four corners of each page to define the trim area. Trim lines should not touch or cross, nor should they be placed closer than 1/8 inch to the trim area (see fig 9-4).

(c) Base art and each overlay should be clearly identified as to page number, color, and, where applicable, percentage of screen tint. The identification will be located directly under the bottom edge of each page (see fig 9-5). The color will be identified by name, not Pantone Matching System (PMS ) number. A color swatch with the PMS number may be pasted to the front of the protective flap on mechanicals for the first two pages. Color names and numbers must match those indicated on DA Form 260, for example, *Page 24, 100% Green* or *Page 20, 20% Green*.

(d) Illustrators will identify each mechanical in the lower right corner of both the mechanical and its protective cover by showing the publication number and the page numbers, for example, *FM 7-5, Pages 14 and 15* or *FM 7-5, Inside Front Cover and Page 1* (see fig 9-4).

(e) Illustrators will clearly indicate the percent of reduction or enlargement on the mounts of continuous tone art and photos. In the lower right corners of the mount and the outer cover, they will identify the publication number and the number of the page to which the art will be stripped. If more than one halftone appears on a page, they must key each to its position on the mechanical, for example, *Photo, Page 1 (A)*.

b. ARTEPPs and STPs (except job books)

(1) Specifications. Specifications are basically the same as for FMs and TCs (see para 8-7a for preparation of CRC). Mechanicals will consist of either single pages or two facing pages with a 1-inch space between the pages at the gutter edge (see fig 9-4).



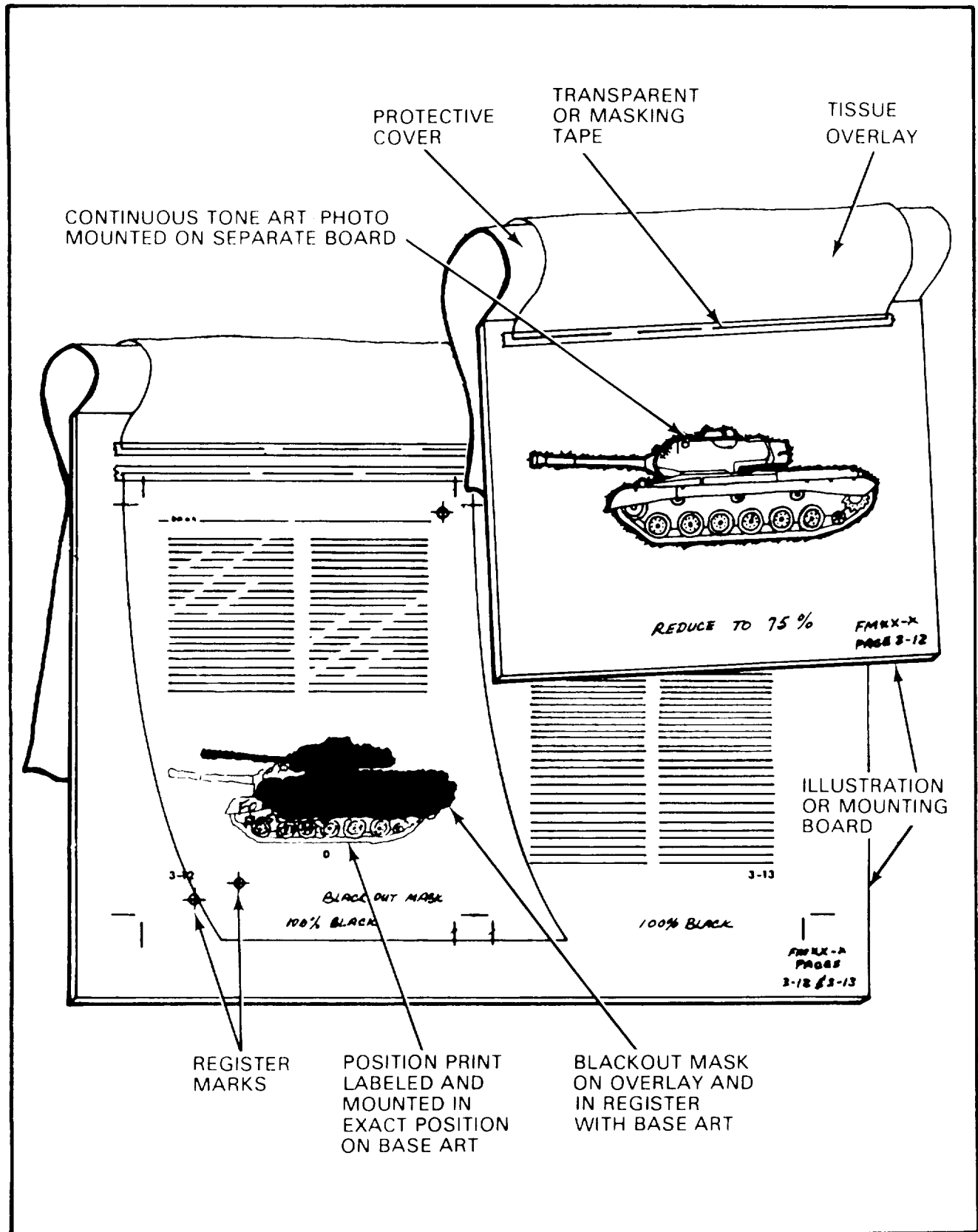


Figure 9-5. Mechanical for silhouette half-tone art and photos.

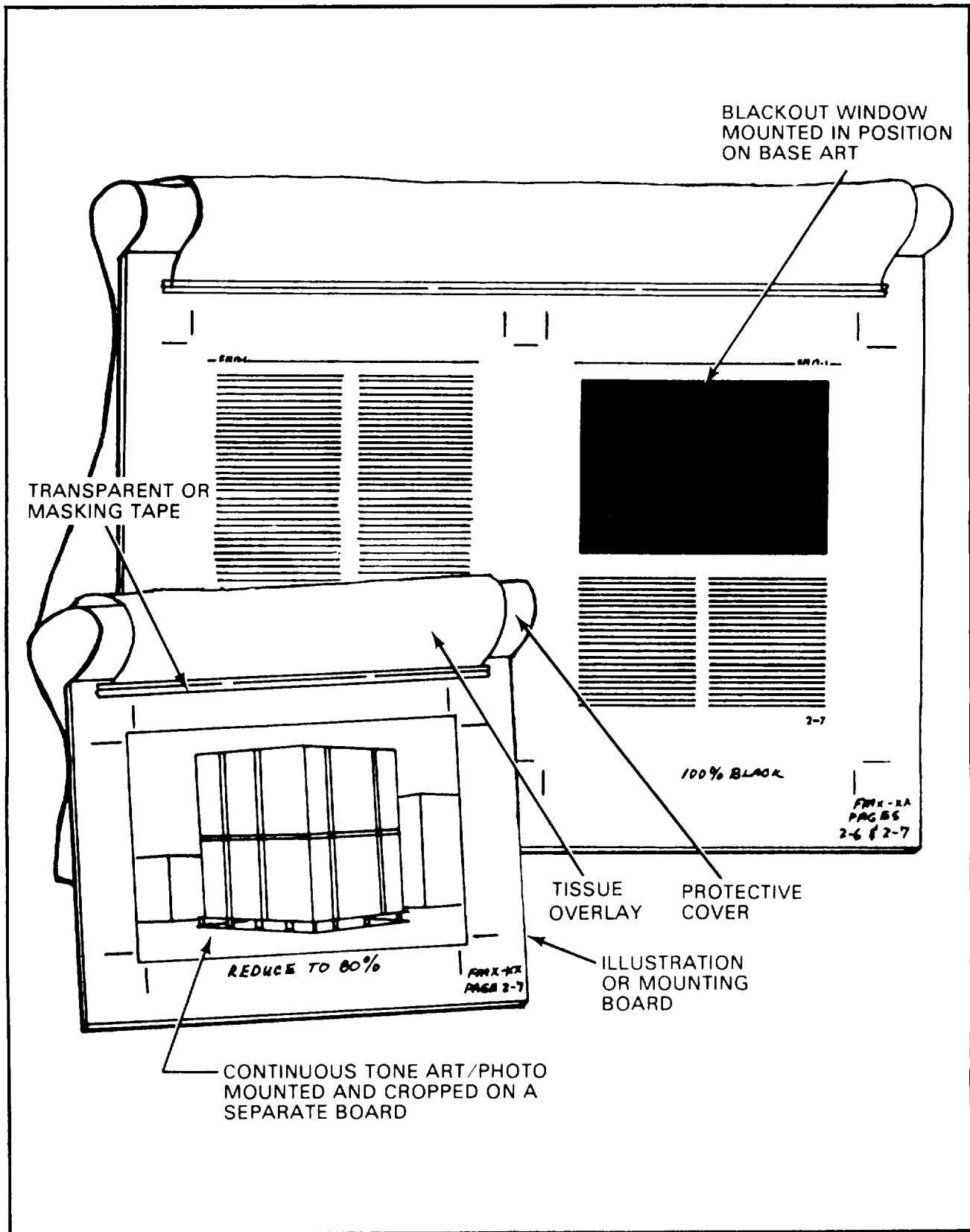


Figure 9-6. Mechanical for square halftone art and photos.

## (2) Binding.

(a) ARTEPPs will be bound in a wraparound cover and drilled with three holes. If they have 80 pages or fewer, they will be saddle-stitched. If they have more than 80 pages, they will be perfect-bound.

(b) Standard size STPs (8 3/8 x 10 7/8 inches) will be drilled to enable use of a binder cover. Smaller publications will not be drilled.

(3) Color. Text pages will be printed in black ink on white stock. Covers will be printed in black ink on color stock as indicated below:

Skill Level 1: white

Skill Level 2: yellow

Skill Level 3: green

Skill Level 4: salmon

(a) STPs for all skill levels printed as one book, with or without differentiated tasks, will use the color for the highest skill level in the book.

(b) TGs published separately will be printed in black ink on white stock. Cover stock will also be white.

(c) STPs that combine SMs and TGs use a cover color for the highest skill level contained in the STP.

## (4) Typeset copy.

(a) For STPs, the copy will be prepared for same size (100 percent) reproduction and pasted into position on the mechanicals in camera-ready condition.

(b) The basic formats are a single justified column not to exceed 92 picas wide or two justified columns, each 19 to 20 1/2 picas wide. The columns are separated by a 2-pica space, for an overall width of 40 to 43 picas. The maximum image area of type per page will be 43 by 56 picas, exclusive of page numbers.

(c) For body copy, use a serif style such as Schoolbook, Cheltenham, or Times Roman no larger than 12 points or smaller than 9 points.

(d) For illustrations, charts, and graphs, use a sans-serif style such as Univers, Helvetica, or Megaron no smaller than 8 points.

(e) Leading between lines must be type size plus 2 points for a column 32 picas wide or type size plus 1 or 2 points for a column 19 to 20 1/2 picas wide.

## (5) Graphics.

(a) Base art and type; overlays. Prepare overlays for art and type to be printed as screen tints.

(b) Continuous tone art and photos. In this category of publications, a screened print of a photo may be used. Paste it into position on the mechanical as line art. It cannot be finer than 100-line, and the mechanical must be prepared for 100 percent reproduction. Illustrators will avoid using flat or poor quality photos. They will not use preprinted halftones.

(6) Printing instructions and identification. Illustrators will identify each mechanical in the lower

right corners of both the mechanical and its protective cover by showing the publication number and, directly below it, the page number or numbers. Identifying markings will not be placed on mechanicals trimmed to exact reproduction size.

## c. Job books.

## (1) Dimensions.

(a) The final trim size for job books is 3 by 5 inches.

(b) The maximum image area of each page will be 2 1/4 by 4 inches.

(2) Binding. Job books will be printed head to foot and saddle stitched on the short dimension. Total pages must be in multiples of four. They must be within 1/32 inch of the trim size. They will be bound at the top rather than along the left side and drilled for use in a three-ring, top-opening binder. The holes will be 1/4 inch in diameter, located 3/8 inch from the fold to the center of the hole and 3/4 inch from the center of each hole to the center of the next. See figure 8-2.

(3) Color. Print will be black on white stock.

(4) Body copy. The body copy will be typeset or type-written. See chapter 8 for typewritten specifications. Type for typeset copy will be prepared for same size (100 percent) reproduction and pasted in position on the mechanicals in camera-ready condition. A sans-serif style such as Univers, Helvetica, News Gothic, or Spartan will be used. It must be no smaller than 6 points.

**9-8. Quality.** To photograph well, the type and art on the CRMs must be sharp and clean, and the background must be pure white. This requirement also applies to printouts from automatic data-processing and word-processing equipment. Weak or broken characters must be corrected. Oversize pages must be reduced or trimmed to fit the printed image area. However, pages must not be reduced so much that the type in graphics is smaller than 7 points and the type in body copy is smaller than 9 points. The type size of body copy must be the same throughout the publication.

**9-9. SME and editorial review.**

a. You may exercise the option of reviewing the CRMs.

b. The editor will review CRMs to ensure that-

(1) All agreed-upon changes resulting from review of the comprehensive dummy have been made. If the comprehensive dummy is omitted, the editor will review the CRMs using TRADOC Form 152-R.

(2) Copy is intact and placement follows the sequence of the final approved draft/comprehensive dummy.

(3) Any typeset copy appearing for the first time, such as on the cover, in the final graphics, and in the index, is accurate.

(4) A page number has been added to the text introducing any graphic that appears more than one page away from its introduction.

(5) Page numbers in the TOC and page references in the text are correct.

c. Once the CRMs have been completed and reviewed for quality control, they are forwarded to USATSC for print and distribution.

**Chapter 10**  
**Processing for Print and Initial Distribution**

**10-1. General.** USATSC will no longer accept or process DA Forms 260 prior to receiving the CRC or CRMs. However, USATSC will-

a. Critique copies of the completed DA Form 260 and the publication's cover, its title page, and its authentication page if submitted in advance of the final package.

b. Continue to place the publication date on all publications.

c. Reset form numbers in those publications including new or revised forms that are changed at USAPPC.

**10-2. Submission package.**

a. DA Form 260. The DA Form 260 initiates the print cycle. The preparing agency completes and submits it in duplicate to Commander, USATSC, ATTN: ATIC-ETL-M, Fort Eustis, VA 23604-5168. Appendix G contains DA Forms 260 showing instructions for each type of publication. Consult your publications branch to determine who is responsible for preparing the DA Form 260 and submitting the publication for printing. The DA Form 260 must-

(1) Specify the trim size of the largest foldout if the publication contains foldouts.

(2) Include print specifications so that print costs may be estimated.

(3) Indicate the types of paper and ink color for both text and cover.

(4) Include the distribution restriction statement and destruction notice, if applicable, selected from the available options listed in AR 25-30.

(5) Include for FMs, TCs, and ARTEPPs the distribution information from the DA 12-series forms. DA Pam 25-30 indicates the form number, publication number, publication title, and quantity requirement block number.

(6) Identify in part III the external approval authorities.

b. CRC/CRMs. Completed CRC or CRMs will accompany the DA Form 260.

c. Comprehensive, or printer's, dummy. Two copies of the comprehensive, or printer's, dummy will be included.

d. RGL. The RGL of the target audience will be provided. Five-and-one-quarter-inch diskettes of the final approved draft in ASCII format may also be included for RGL verification.

e. Copyright releases. When applicable, copies of the copyright releases will accompany the DA Form 260.

f. DA Form 1167. If the publication prescribes a new or revised DA form, a completed DA Form 1167, signed by the FMO, will accompany DA Form 260 (see AR 25-30). When the print requirements are unusual, print specifications for stocked DA forms maybe entered into paragraph 32 of DA Form 1167. A comprehensive dummy or CRC and two copies of each new, revised, or *mended* form must also be included.

g. First-year instructional requirements. To ensure that USATSC procures sufficient copies, preparing agencies must include all its first-year instructional requirements, as well as those for other TRADOC schools.

(1) The number of copies and complete mailing address with building numbers and agencies' Baltimore publication account numbers must be specified. If block 8 cannot accommodate a complete listing of addressees, type the required distribution on bond paper using the format in figure 10-1 These requirements will be shipped directly from printer to addressees.

**DISTRIBUTION DIRECT FROM THE PRINTER**  
**PUBLICATION NUMBER FM 25-100**

QTY	ADDRESS	QTY	ADDRESS
500	Commandant USAOMMCS ATTN: ATSK-ALT (Bldg 3471) Redstone Arsenal AL 36205-6240 Acct #M0137	800	Commandant, AHS, USA ATTN: HSHA-TLD (Bldg 610) Fort Sam Houston, TX 78234-6100 Acct# J0057
5	Commander, USATSC ATTN: ATIC-ETL-M (Bldg 1557) Fort Eustis, VA 23604-5168 Acct #E1293	2,000	Commandant, USAFAS ATTN: ATSF-SL-R (Bldg 3034) Fort Sill, OK 73503-5600 Acct #R0532

**Figure 10-1. Suggested format for directing printer distribution.**

(2) Information in TRADOC Pam 350-1 can help in determining MOS training requirements at service schools and US Army training centers.

h. Requirements from other services or agencies. Other services or agencies that use Army publications may make their needs known to the preparing agencies. When they do, the DA Form 260 must identify these requirements: the publication number (see para 5-lb(5)) that the service or agency desires to appear on the publication, the quantity of copies needed, the fund citation, the shipping instructions, and the POC.

**10-3. Credit.** Submission packages containing errors in the DA Form 260, the publication cover, the title page, the authentication page, or the RGL will be returned. The preparing agency will not receive credit for a deliverable until the package is correct and complete.

**10-4. Processing sequence.** The sequence below is for publications prepared as camera-ready.

a. If print money is available when the total completed package arrives, USATSC will prepare and submit a red DA Form 260 to HQDA providing an information copy to the preparing agency. USATSC will put the reimbursable order number on the DA Form 260. If print money is not available, USATSC will hold the red DA Form 260 until it is.

b. About 4 weeks are required for HQDA to process the red DA Form 260. Processing involves such work as indexing the title, recording the supersession or rescission notice, computing the distribution requirement for the total press run, and obligating print money. The last step is to forward an obligated print order, or print requisition, and shipping instructions to USATSC.

c. Upon receipt of the print order from DA, USATSC will forward the CRC or CRMs and printer's dummy, print requisition, and shipping instructions to a GPO regional printing procurement office for contract printing.

**10-5. Initial distribution.**

a. When DA prints new publications, revisions, or numbered changes, copies go to units either through the pinpoint (DA 12-series forms) or a special push system. This automatic one-time issue is called initial distribution (ID).

b. TOE and TDA units throughout the Army must have established an account with the US Army Publications Distribution Center (USAPDC) to receive ID via the pinpoint system and to receive copies under the resupply system. DA Pam 310-10 contains details.

c. Preparing agencies must identify their own requirements to USAPDC by completing the proper DA 12-series form.

(1) Current copies of some DA 12-series forms now appear in DA Pam 25-33. Electronic E forms have superseded DA Forms 12-11A, 12-11C, and 12-12A. DA Pam 25-30 (microfiche) provides distribution information: DA form number, publication number, title, and quantity requirement block number. DA Form 12-99 (located on the last page of DA Pam 25-33) must be filled

in to cover subscription requirement at Baltimore previously identified on DA Forms 12-4 through 12-12.

(2) Preparing agencies must-

(a) Identify FM's and TC's, including those that are classified, on DA Form 12-11E.

(b) Identify SM, TG, and JB STPs on DA Form 12-11E by MOS and skill level description.

(c) Identify MQS STPs on DA Form 12-11E by subject, branch, and rank or MQS level 1, 2, 3.

(d) Identify ARTEPPs on DA Form 12-12E by publication number.

(e) Identify omissions or errors on pertinent DA 12-series forms and report them to USATSC at least 6 months before submitting a print request.

## Appendix A

### References

AR 25-9

*Army Data Management and Standards Program*

AR 25-30

*The Army Integrated Publishing and Printing Program*

AR 34-1

*US Army Participation in Internal Military Rationalization, Standardization and Interoperability (RSI) Programs*

AR 335-15

*Management Information Control System*

AR 340-17

*Release of Information and Records from Army Files*

AR 340-21

*The Army Privacy Program*

AR 380-5

*Department of the Army Information Security Program*

AR 611-101

*Personnel Selection and Classification, Commissioned Officer Classification System*

AR 611-112

*Personnel Selection and Classification, Manual of Warrant Officer Military Occupational Specialties*

AR 611-201

*Enlisted Career Management Fields and Military Occupational Specialties*

DA Pam 25-30

*Consolidated Index of Army Publications and Blank Forms*

DA Pam 25-33

*The Standard Army Publications System (STARPUBS): Revision of the DA 12-Series Forms, Usages, and Procedures*

## TRADOC Reg 25-30

DA Pam 25-36

*Design and Production of Instructional Publications*

DA Pam 310-10

*The Standard Army Publications System (STARPUBS): Users Guide*

DA Pam 310-15

*Forms Management and Standardization*

DOD 5200.1-PH

*A Guide to Marking Classified Documents*

FPM Reg 101-11.2

*Records and Information Management Handbook: Forms Analysis and Design*

JCS Pub 1-01

*Joint Doctrine and Joint Tactics, Techniques, and Procedures Development Program*

TRADOC Pam 25-30

*Index of TRADOC Supplements to Army Regulations, and TRADOC Regulations, Pamphlets, and Circulars*

TRADOC Pam 310-3

*TRADOC Armywide Doctrinal and Training Literature*

TRADOC Pam 350-1

*Fiscal Year 1989 Schedule of Classes, Officer and Enlisted Courses, U.S. Army Service Schools and Army Training Centers*

TRADOC Reg 11-7

*TRADOC Doctrinal and Training Literature Programs*

TRADOC Reg 11-16

*Development and Management of Operational Concepts*

TRADOC Reg 310-2

*Design, Development, Preparation, and Management of ARTEP Documents (Mission Training Plans [MTPs] and Drill Books)*

TRADOC Reg 351-6

*Support of Training in Units*

TRADOC Reg 351-11

*Soldier Training Publications (STP) Policy and Procedures*

TRADOC Reg 351-12

*Military Qualification Standards System Products, Policy, and Procedures*

TRADOC Reg 381-1

*Threat Management*

*The Chicago Manual of Style*, 13th ed. Chicago: University of Chicago Press, 1982.

## Appendix B

### Research Information

**B-1. Indexes.** DA Pam 25-30 lists FMs, STPs, ARTEPPs, TOEs, ARs, DA pamphlets, TMs, and so forth. DA Pam 310-35 lists ISAs. TRADOC Pam 25-30 lists applicable TRADOC reference. Indexes, such as the Reader's Guide to Periodical Literature, Industrial

Arts Index, Air University Index, Education Index, The Engineering Index, Public Affairs Information Service, New York Times Index, and Facts on File, cover periodicals, pamphlets, reports, articles, and other publications on a wide variety of subjects. Libraries will also have numerous bibliographies that may provide further leads in the search for material.

**B-2. Branch files.** Check the files for suggestions and comments from the field that may apply to publications scheduled for change or revision. Files may also contain information on new or related publications.

**B-3. Applicable international agreements.** Contact the local RSI point of contact for information on international agreements applicable to your publication. A computerized data base at Wright-Patterson AFB, shown as D-104, lists all the ISAs to which the U.S. subscribes. Reference and quote agreements used in the publication according to AR 34-1 and this regulation, See chapter 6 for format requirements.

**B-4. Equipment.** Equipment modification is an ongoing process. Visit courses of instruction, field exercises, and unit operations involving equipment. These visits will allow you to observe procedures, which are constantly changing, for the installation and use of equipment.

**B-5. Scientific and technological reports.** The Defense Technical Information Center (DTIC) and the National Technical Information Service (NTIS) maintain such documents for DOD. DTIC is a component of the DOD scientific and technical information program. It contributes to the management and conduct of defense research and development efforts by providing access to, and transfer of, scientific and technical information for government personnel, DOD contractors, and others. DTIC material is indexed and accessed through one or more of the DTIC data bases available at local defense libraries. The Department of Commerce NTIS also receives unclassified technical reports with unlimited distribution and makes them available to the general public. NTIS announces its report collection in the *Government Reports Announcements and Index* (GRA&I).

**B-6. Historical documents.** The U.S. Army Military History Institute, Carlisle Barracks, PA, has copies of FMs and ARs dating back to World War II, official annual historical summaries dating back to 1960, and official and unofficial unit histories. Selected listings on various operational subjects are also available there.

**B-7. Films, videotape, photographs.** The Defense Audiovisual Agency is the repository for films, videotapes, and still photographs for all services. It is responsible for producing and distributing all material cleared for public release. This material is indexed and accessed through the Defense Audiovisual Information System (DAVIS) available through local training and audiovisual support centers (TASCs).

## Appendix C

### Table Preparation\*

**C-1. Purpose.** “Simplify the text” is a standard dictum for writers. Often the solution lies not in rewriting complicated sentences, but in changing the presentation of information from text to tables. Carefully planned and properly presented, tables can simplify the presentation of complicated material. Tables can summarize and systematically arrange comparative data in columns and rows for easy reference and rapid comprehension. Tables can also reduce the complexity of explanations by providing, in a compact format, many examples to support and explain a concept.

**C-2. Organization.** A good table is an extension of the text. It explains, summarizes, or amplifies textual information. For example, you can illustrate a discussion of the equipment for a command post in a table that lists requirement and the ways to support them.

a. To begin planning your table, you must clearly define the topics to be presented and determine what common information you want to present about each topic. Then decide the order of topics and the order in which to present the common information.

b. List the topics in the left-hand column of the table. This left-hand column is often called the stub, and its heading is the *stub name*. Then identify the column headings. The topics in the stub and column headings define the structure of the table. Each row defines the stub name and column headings for a table. Figure C-1 is a sample table showing the stub name and column headings.

STUB NAME	HEADING 1	HEADING 2
Threat Level	Description	Friendly Response
Level I	Agents, saboteurs, terrorists	Base defense forces
Level II	Diversionsary operations and sabotage by tactical units	Military police
Level III	Airborne, airmobile, or amphibious forces (battalion-size or larger)	Combat forces

**Figure C-1. Sample table.**

c. A table presents the same type of information about several topics. If it does not, you are just organizing text in a multicolumn format, not tabulating. For example, a format with two columns headed *Responsibility* and *Action* is not a table because it does not correlate information.

**C-3. Format.** Tables can have ruled lines. The headings can be typographically distinguished from the body or not, and spacing between items can vary. Most important, determine the best table format for the specific document or set of documents, and handle tables consistently throughout. Figure C-2 provides some considerations for planning your table format.

Format Consideration	Option
Ruled lines	<ul style="list-style-type: none"> <li>• Vertical only</li> <li>• Horizontal only</li> <li>• Both horizontal and vertical</li> <li>• Computer box only</li> <li>• None</li> </ul>
Table caption	<ul style="list-style-type: none"> <li>• Above the table</li> <li>• Below the table</li> <li>• With the legend</li> <li>• Numbered as figures following the rules established for figures, either sequentially within the chapter or within the document</li> <li>• Numbered as tables, either sequentially within the chapter or within the document</li> <li>• No numbers</li> </ul>
Column heading style	<ul style="list-style-type: none"> <li>• Special type</li> <li>• All uppercase</li> <li>• Uppercase initial letters</li> </ul>

**Figure C-2. Table format considerations.**

### C-4. Content.

a. Once you have identified the information for the table and determined the format, you are ready to complete the table.

(1) Check the stub name. It should be a concise, clear description of the topics in the table.

(2) Check the column heading. Column headings should be short but descriptive. Specify units of measurement, where necessary, in the heading, or enclose them in parentheses beneath the heading. Do not show the measurement with each item under the heading.

(3) List the topics under the stub name. Describe them in a similar fashion, using the same parts of speech for each.

(4) List table detail. The data that goes under the column headings and to the right of the stub is the body of the table. List the information you want to present in each cell of the body.

(5) Title the table. Each table should have a title that tells concisely what the table represents.

\*From *Folio*, Summer 1984

- (6) The table may contain a legend describing its contents or an explanation of how to use the table.
- b. To complete your table, edit and rewrite the contents for consistency and clarity.

C-5. Placement.

a. You can insert tables in the text, place them in a column reserved for figures, or position them on a page facing the text. Three general guidelines for table placement appear below.

(1) Each table should have a text reference so that readers know when to give it attention. Refer to all tables by their table or figure number and/or table name. Avoid referring to tables by the location on the page because the location could change with revisions to the document’s text, format, or layout. For example, do not write *See the table below*. Even though the use of the word below, technically means somewhere following the reference, readers expect to find the table directly below the reference.

(2) Every table should appear as close as possible to its reference in the text—on the same page or facing page. Tables should not precede the textual reference.

(3) Every table should fit within the page margins. If necessary, divide a wide table into two or more separate tables or continue a long table onto the next page. When a table continues onto another page, be sure to repeat the headings and table name with the word *continued*.

b. If the publication contains many important tables, consider including a list of tables following the table of contents.

Appendix D  
Reading Grade Levels

**D-1. Readability.** To be useful to their intended users, publications must communicate clearly and quickly. In short, they must be readable. Readability is measured by RGL tests. Although RGL tests do not measure how organization, appearance, and syntax affect comprehension, they do provide workable standards that help keep writing readable.

**D-2. RGL requirement.** RGLs are mathematical analyses expressed in years of education. For example, an RGL of 10 equates to a tenth-grade education. The maximum RGL for ADTL is 12.

- a. The preparing agency must identify the target audience and its RGL and ensure that the RGL of the publication does not exceed the RGL of the target audience. Assistance in determining target audience RGLs may be obtained from Headquarters TRADOC, ATTN: ATPL-B, Fort Monroe, Virginia 23651-5000.
- b. USATSC verifies the RGL of each publication prior to printing. USATSC will reject and return to the preparing agency any publication that exceeds the RGL of its intended users.

**D-3. RGL calculations.** To measure RGLs, apply the Kincaid Readability Formula to passages of the text. To arrive at a fair measurement, take samples at regular intervals throughout the entire publication. For publications that are 30 to 300 pages long, sample once every 10 pages of text. The minimum number of samples required is 3, the maximum 30.

a. To calculate RGLs correctly, follow the steps as indicated below and as shown in figure D-1.

*Step 1.* Beginning with a complete sentence, count 150 words in a passage. If the 150th word is within a sentence, continue counting to the terminal punctuation. Count as a word any group of words or numbers surrounded by white space. Do not count chapter, section, or paragraph headings. Count words connected by a hyphen or solidus as one word. Count each acronym as one word. Count numbers, including numbers connected by a solidus or hyphen, as one word.

long-term	1 word
soldier/trainer	1 word
TRADOC	1 word
937,658	1 word
TM 9-1920-238-13P	2 words
STP 11-35 H-12-SM	2 words

*Step 2.* Count the number of sentences. Sentences are independent clauses that end with a period, question mark, or exclamation point. Count independent clauses separated by a semicolon or colon as separate sentence. Count as a separate sentence any sentence set off by parentheses within a sentence. If laundry list items are phrases or dependent clauses, count the lead-in with each listed item as a separate sentence. (The total number of sentences would equal the number of items.) If the laundry list lead-in and the list items are independent clauses, count the lead-in and each listed item as separate sentences. (The total number of sentences would equal the number of items plus the lead-in.)

*Step 3.* Count the number of syllables. Count acronyms that are not pronounced as words as one syllable. Count a string of numbers as one syllable unless it is broken by hyphen, solidus, or parentheses. If the string is broken, count each portion as a syllable. Within the portions count numbers and letters as separate syllables.

AIT	1 syllable
TRADOC	2 syllables
12,803	1 syllable
TM 9-1920-238-13P	6 syllables
DA Form 2407-1	4 syllables
3x6	3 syllables
3 x 6	3 syllables

*Step 4.* Divide the number of words by the number of sentences to find the average words per sentence.

*Step 5.* Multiply the average number of words per sentence by .4.



*Step 6.* Divide the total number of syllables by the total number of words to find the average number of syllables per word.

*Step 7.* Multiply the average number of syllables by 12.

*Step 8.* Add the results of Steps 5 and 7; subtract 16. The result is the RGL of that sample.

---

Step 1	Total words	_____
Step 2	Total sentences	_____
Step 3	Total syllables	_____
Step 4	Average (words + sentences)	_____
Step 5	step 4 x .4	_____
Step 6	Average (syllables + words)	_____
Step 7	Step 6 X 12	_____
Step 8	Step 5 + Step 7	_____
		<b>-16.00</b>
	RGL	_____

---

**Figure D-1. Sample RGL work sheet.**

b. Calculate the overall RGL for the entire publication by adding the sample RGLs and dividing by the number of samples.

c. Refer to chapter 4 for ways to lower reading grade levels.

## Appendix E Sample Reference List

**E-1. Guidelines.** For readers, the references portion is a useful collection of all the sources used, to include documents users need and sources that provide additional relevant information. The references list should be complete. It should not, however, include sources whose relevance is remote.

**E-2. Contents.** If necessary, the references may contain subheadings. In such cases, use at least two of

the subheadings described below and illustrated in figure E-1.

### a. Sources used.

(1) *Sources used* are those from which the publication is compiled—sources one would expect in a traditional bibliography. They are those quoted or paraphrased and named in numbered footnotes or in parenthetical notes. These sources may include published books, articles, manuals. They may include military, civilian, contractor, or government documents; printed graphic training aids; command-level publications and concept papers; and forms from which information derives. In rare cases they may be unpublished reports and staff research; printouts, fiches, microfilm; interviews; or speeches. They may be sources that the publication has reproduced because the information is not otherwise available to users. Examples of these are unclassified portions of classified sources and data excerpted from ISAs that the publication implements.

(2) Do not include the following kinds of items as sources used:

(a) Sources that users need to perform their jobs.

(b) Forms that the text prescribes or merely explains how to fill out.

(c) Supplemental readings.

(d) Training devices.

b. Documents needed. *Documents needed* are those that users must have on hand to do their jobs—basic documents such as supply catalogs from which a unit supply specialist orders supplies and equipment. These sources should be available through normal supply channels. If they are not, the citations must include addressee from which they may be obtained. Items not suitable for listing as *sources used* (see a above) may appear as *documents needed*. Do not list ISAs, command-level publications, or concept papers as *documents needed*.

c. Readings recommended. *Readings recommended* are sources of additional relevant information—readings that could help users increase their skills or broaden their perspectives.

## REFERENCES

### SOURCES USED

These are the sources quoted or paraphrased in this publication.

#### Joint and Multiservice Publications

FM 34-81. *Weather Support for Army Tactical Operations*. AFM 105-4.31 August 1984.  
JCS Publication 1-02. *DOD Dictionary of Military and Associated Terms*. January 1986.  
TRADOC Pamphlet 34-3. *Joint Laser (J-Laser) Designation Procedures*. TACP 50-25/LANTFLT TIP-1/MCDEC OH 62D/USREDCOM Pamphlet 38-1/USA USAFEP 50-25/AACP 50-25/PACAFP 50-25. 11 December 1985.

#### Army Publications

FM 100-2-3. *The Soviet Army: Troops, Organization, and Equipment*. July 1984.  
TM 5-3825-221-34P. *Direct Support and General Support Maintenance Repair Parts and Special Tools List for Distributor, Water, Tank Type; Truck Mounted, Gasoline Driven*. . 28 August 1984.  
TRADOC Pamphlet 525-34. *U.S. Army Operational Concept for Special Operations Forces* 26 July 1984.  
TRADOC Pamphlet 525-42. *Operational Concept for Long-Range Surveillance Units*. 26 October 1984.  
(S-NF) *Air Threat Handbook* (U). Fort Bliss, TX: US Army Air Defense Artillery School. June 1987.

#### Nonmilitary Publications

Kleist, Morgan F. *The Implications of Glasnost for Strategic Planning*. Heidelberg, FRG: Institute for Strategy Analysis. 1988.  
Taylor, John W. R., ed. *Jane's All the World's Aircraft*. London: Jane's Publishing. 1988.  
Williams, David D. *All-Weather Flight Training*. York, VA: Aerogood Publishing. 1985.

### DOCUMENTS NEEDED

These documents must be available to the intended users of this publication.

DA Form 2028. *Recommended Changes to Publications and Blank Forms*. February 1974.  
FM 3-5. *NBC Decontamination*. 24 January 1985.  
TC 43-50. *Reconnaissance and Surveillance Handbook*. 7 January 1980.

### READINGS RECOMMENDED

These readings contain relevant supplemental information.

FM 100-5. *Operations*. May 1986.  
(S)TC 24-5. *Multiservice Communications Procedures for Have Quick Systems* (U). December 1988.  
Vernon, Michael H. "Encirclement Operations." *Military Review*. September 1986: 11-17.

## Appendix F

### Sample Format for Multiservice Publications

Following are pages of various multiservice publications prepared according to a format approved by all four services.

a. Cover. The cover, figure F-1, shows the names of the three participating services in protocol order, the title, the Army's distribution restriction and warning and destruction notices and the alphanumeric designations.

b. Foreword. The foreword, figure F-2, is the second component. It appears on the inside front cover or the first right-hand page (see para 6-9b). Signature blocks are entered in protocol order. Logos are optional.

c. Tactical Air Forces authorizations. If the Air Force participates, it may require an authorization page for its Tactical Air Forces (see figure F-3). This page, if included, also contains the Army's distribution restriction and warning and destruction notices. It follows the foreword and precedes the title page.

d. Title page. The title page, figure F-4, shows the alphanumeric designations and service commands, the date, the title, as much of the table of contents as possible, the Army's distribution restriction and warning and destruction notices if a Tactical Air Forces authorization page is not used, and the supersession statement.

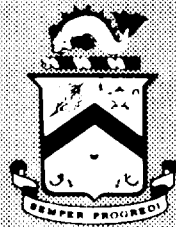
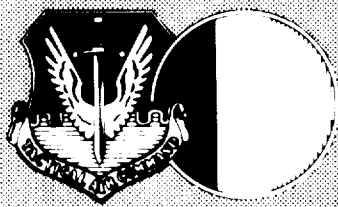
e. Preface. The preface, figure F-5, follows the table of contents.

f. Executive summary. If required, an executive summary, figure F-6, appears on a separate right-hand page following the preface. It shows the title and provides a brief abstract of the entire publication.

g. Glossary, references, Army authentication. In addition to a glossary and list of references, the Army authentication page is a required component of this approved format.

Figure E-1. Sample reference list.

# Army, Marine Corps, Tactical Air Forces



## ***J-Fire***

### **Multi-Service Procedures for the Joint Application of Firepower**

FM 90-20  
FMFRP 2-72  
TACP 50-28  
USAFEP 50-9  
PACAFP 50-28  
AACP 50-28

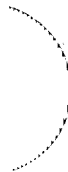
**JULY 1989**

**DISTRIBUTION RESTRICTION:**  
Distribution authorized to DOD components only to protect technical or operational information from automatic dissemination under the International Exchange Program or by other means. This determination was made on 22 January 1988. Other requests for this document will be referred to Director, Air-Land Forces Application Agency, ATTN: HQ TAC/XP-ALFA, Langley AFB, VA 23665-5557.

**DESTRUCTION NOTICE:** Destroy by any method that will prevent disclosure of contents or reconstruction of the document.

Figure F-1. Sample Cover.

## FOREWORD



This publication may be used by the US Air Force Tactical Air Forces, US Navy, US Marine Corps, and US Army forces during training, exercises, and contingency operations.

**M. R. THURMAN**  
General, USA  
Commanding  
Training and Doctrine  
Command

**F. E. PETERSEN**  
Lieutenant General, USMC  
Commanding General  
Marine Corps Combat  
Development Command

**FRANK B. KELSO, II**  
Admiral, USN  
Commander in Chief  
Atlantic Fleet

**ROBERT D. RUSS**  
General, USAF  
Commander  
Tactical Air Command

Figure F-2. Sample foreword.

Army, Marine Corps, Navy, Military Airlift Command, Tactical Air Forces

FM 90-15 FMFRP 6-22 LANFLT TIP-XX MACP 55-52 TACP 50-23  
USAFEP 50-23 PACAFP 50-23 AACP 50-23

### TACTICAL AIR FORCES AUTHORIZATION

The procedures in this publication are authorized for use throughout the Tactical Air Forces as indicated below. For overseas theaters, the procedures set forth in this publication apply only in US unilateral operations. For combined operations, applicable multinational procedures apply.

The Air Force distribution symbol for TAC is "X" (stocked and issued by HQ TAC/DAPD); distribution for USAFE, PACAF, and AAC is also "X." Additional copies or new requirements should be requested through TAC/XPJA. Reprints are not authorized. Send requests to TAC/DAPD, Langley AFB, VA 23665-5583.

#### US Air Forces Europe



GERALD N. GUNTER, Colonel, USAF  
Director of Administration

WILLIAM L. KIRK, General, USAF  
Commander in Chief

#### Pacific Air Forces



DAVID N. THOMPSON, Colonel, USAF  
Director of Administration

MERRILL A. McPEAK, General, USAF  
Commander in Chief

#### Alaskan Air Command

**OFFICIAL**

THOMAS G. McINERNEY, Lieutenant General, USAF  
Commander

HUGH M. McAWENEY, Jr., Major, USAF  
Director of Administration

**DISTRIBUTION RESTRICTION:** Distribution authorized to DOD components only to protect technical or operational information from automatic dissemination under the International Exchange Program or by other means. This determination was made on 21 January 1988. Other requests for this document will be referred to HQ TRADOC, ATTN: ATDO-J, Fort Monroe, VA 23661-5000 or HQ TAC, ATTN: XPJ, Langley AFB, VA 23665-5001.

**DESTRUCTION NOTICE:** Destroy by any method that will prevent disclosure of contents or reconstruction of the document.

Figure F-3. Standard Tactical Air Forces authorization page.

\*TC 90-7  
 \*TACP 50-22  
 \*USAFEP 50-38  
 \*PACAFEP 50-38  
 \*AACP 50-38

Training Circular 90-7

US Army Training and Doctrine Command  
 Fort Monroe, Virginia

Tactical Air Command  
 Pamphlet 50-22

Tactical Air Command  
 Langley Air Force Base, Virginia

US Air Forces Europe  
 Pamphlet 50-38

US Air Forces Europe  
 Ramstein Air Base, Germany

Pacific Air Forces  
 Pamphlet 50-38

Pacific Air Forces  
 Hickam Air Force Base, Hawaii

Alaskan Air Command  
 Pamphlet 50-22

Alaskan Air Command  
 Elmendorf Air Force Base, Alaska

29 September 1988

## Tactical Air Control Party/Fire Support Team (TACP/FIST) Close Air Support Operations

### CONTENTS

PREFACE .....	v
EXECUTIVE SUMMARY .....	vi
<b>CHAPTER 1 CAS AND THE TACP/FIST TEAM .....</b>	<b>7</b>
Close Air Support .....	7
The TACP/FIST Team .....	7
Elements .....	7
Employment .....	8
Allied Operations .....	8
<b>CHAPTER 2 PROCEDURES .....</b>	<b>9</b>
Close Air Support Requests .....	9
When to Request Immediate CAS .....	9
How to Request Immediate CAS .....	10
Attack Coordination .....	12
Communications .....	12
Authentication .....	12
Functions .....	12
Laser Target Designation Procedures .....	13
Planning Considerations .....	14
Attack Execution .....	19
<b>CHAPTER 3 TRAINING .....</b>	<b>21</b>
School .....	21
Unit .....	21
Classroom Instruction .....	22
Field Training .....	23
Authentication Training .....	24

\*This publication supersedes TACP 50-22 TRADOC TT 6 20-7, 29 June 1979

Figure F-4. Sample title page.

## PREFACE

### PURPOSE

This publication describes how Army fire support teams (FISTs) work with Air Force tactical air control parties (TACPs) to control close air support (CAS) missions. These procedures permit the TACPs and FISTs to function as integrated teams and can be used to train FISTs to perform emergency control of close air support.

### SCOPE AND APPLICABILITY

The procedures contained in this publication apply throughout the US Army and to all units assigned to or gained by the Tactical Air Forces (TAF). For overseas theaters, the procedures govern US unilateral operations only. For combined operations, applicable multinational procedures apply.

### IMPLEMENTATION PLAN

This publication contains procedures from two approved multi-service publications—*Joint Application of Firepower (J Fire) Reference Guide* and *Joint Laser Designation Procedures (J Laser)*. This publication also incorporates new procedures for Army-Air Force joint authentication to be used during training and contingency operations. Additional information is given on TAF night CAS capabilities and limitations.

#### Army

Field Artillery School curricula. (OPR: Cmdt, USAFAS)

*Fire Support in Combined Arms Operations*. FM 6-20. (OPR: USAFAS-ATSF-DP)

*Observed Fire Procedures*. FM 6-30. (OPR: Cmdt, USAFAS)

#### Tactical Air Command

TAC will incorporate procedures according to HQ TAC OI 5-1 (OPR: HQ TAC/XPJ).

Air-Ground Operations School (AGOS) curricula.

*Army-Air Force Joint Air-Ground Operations*. FM 100-XX AFM 2-XX.

*Mission Employment Tactics, Tactical Employments, Forward Air Controller*. MCM 3-1, Volume VIII.

### USER INFORMATION

The TAC-TRADOC Air Land Forces Application (ALFA) Agency developed this publication with the joint participation of the approving service commands. ALFA will review and update this publication as necessary. Send comments and recommendations directly to—

HQ TRADOC		HQ TAC
ATTN: ATDO-J	or	ATTN: XPJ
Fort Monroe, VA 23651-5000		Langley AFB, VA 23665-5001

---

Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

Figure F-5. Sample preface.

Army, Marine Corps, Navy, Military Airlift Command, Tactical Air Forces  
FM 90-15/FMFRP 6-22/LANFLT TIP-XX/MACP 55-52/TACP 50-23  
USAFEP 50-23/PACAF 50-23/AACP 50-23

## **Multi-Service Procedures for the Joint Suppression of Enemy Air Defenses**

---

### **EXECUTIVE SUMMARY**

Air, ground, and naval forces must work together to fight and win today's battles. Ground and naval commanders rely on air support to help them accomplish their mission. Technological improvements in enemy air defenses present a serious challenge to the combat effectiveness of friendly tactical aviation. The battle against the enemy air defense system includes the suppression of enemy air defenses (SEAD), defined as—

That activity which neutralizes, destroys, or temporarily degrades enemy air defenses in a specific area by physical attack and or electronic warfare.\*

SEAD reduces the capabilities of enemy surface-to-air defenses, thereby reducing the attrition of friendly air resources and increasing the overall effectiveness of friendly operations.

J-SEAD is a broad, all-encompassing term that includes all SEAD activities (unilateral and multi-service) that support the overall theater campaign plan of the joint force commander.

Our forces have practiced J-SEAD to varying degrees without formalized four-service concepts or procedures. This publication describes the approved J-SEAD concept and basic procedures for TRADOC, MCCDC, Navy, TAF, and MAC. The development of this publication permits all services to increase the overall effectiveness of friendly air, ground, and naval operations by reducing the capabilities of enemy surface-to-air defenses.

---

\**Dictionary of Military and Associated Terms* JCS Publication 1-02  
1 January 1986

Figure F-6. Sample executive summary.



## Appendix G

### Instructions for Completing DA Forms 260

REQUEST FOR PRINTING OF PUBLICATION		DATE
For use of this form, see AR 310-3, the proponent agency is TAGO		
TO: (Include ZIP Code) Cdr, USATSC ATTN: ATIC-ETL-M Fort Eustis, VA 23604-5168		FROM: (Originating Agency)
PERSON TO CONTACT		TELEPHONE AUTOVON NO
PART I - COMPLETED BY ORIGINATING AGENCY		
1. TYPE AND TITLE OF PUBLICATION (For confidential or higher classified publications, indicate the title which can be listed in index (DA Pamphlet 310-1)) [Enter FM/TC publication number and title.]		
2. JUSTIFICATION (Indicate why publication is needed, such as statutory requirement, DOD Directive, etc.; REQUIRED STATEMENTS, CLEARANCES, INFORMATION, AND SPECIAL REQUESTS if as reference and plain paper for additional space if necessary.) a. Authority. TRADOC FY Print Schedule. b. Preparing Agency. [Enter authorized abbreviation.] c. Purpose. [Enter purpose and scope of publication.] d. Recommended Print Specifications. Page size: [see Table 3-2 for auth size]; binding: [bound pubs with fewer than 100 pages will be saddle-stitched]; paper text: 50# Offset Book, white; paper cover: 110# Index, white. [FM covers--use only black ink on white paper with no illus; TC covers--use black ink on choice of color paper with no illus.] e. Assigned Publication Date. [USATSC will fill in date.] f. Applicable Statements. (1) Security classification. Subject is approved for publication (with/without) security classification; publication has no ADP implications. [If publication is classified, enter appropriate security classification.] (2) Neutral language. This publication complies with neutral language policy. (3) DA forms. This publication prescribes (the following/no) DA forms. [Enter forms prescribed, if applicable.] (4) STANAGs. This publication implements (the following/no) STANAGs. [Enter STANAGs implemented, if applicable.] (5) Distribution restriction. [Enter appropriate statement from AR 25-30, para 2-11.] (6) Destruction notice. [Enter only if applicable.]		
3. RELATED PUBLICATIONS [Enter only if applicable.]		4. PUBLICATIONS TO BE SUPERSEDED (DA publications including interim changes; forms and requirement control symbols (RCSs)) [List DA pubs superseded; DA/DD forms rescinded, and day, month, and year of pubs/forms.]
5. COPYRIGHT MATERIAL		
a. INCLUDED IN MANUSCRIPT (If YES, copy of copyright release must be attached) <input type="checkbox"/> YES <input type="checkbox"/> NO [Check appropriate box.]		b. HELD BY (Name and address include ZIP Code of copyright owner)
6. DISTRIBUTION RESTRICTION (Publication contains material that would restrict distribution) <input type="checkbox"/> YES <input type="checkbox"/> NO [Check appropriate box.]		7. SALE BY SUPERINTENDENT OF DOCUMENTS <input type="checkbox"/> MAY BE SOLD <input checked="" type="checkbox"/> NOT TO BE SOLD
8. RECOMMENDED DISTRIBUTION (Include statement as to whether or not distribution to National Guard and U.S. AR is required) Active Army, USAR, and ARNG: To be distributed in accordance with DA Form 12-_____. Requirements for [enter publication number, title, and quantity requirement block number]. First-year instructional requirements for TRADOC schools: [enter applicable schools and, for each one, include building number and Baltimore publication account number. If block 8 will not accommodate complete listing, type the list on bond paper following the format in Chapter 10].		
THIS PUBLICATION, FOR WHICH PRINTING IS REQUESTED, DOES NOT UNNECESSARILY DUPLICATE EXISTING PUBLICATIONS AND IS ESSENTIAL TO THE EFFECTIVE, EFFICIENT, AND ECONOMIC CONDUCT OF OFFICIAL BUSINESS		
TYPED NAME AND GRADE OF AGENCY HEAD (Deputy Director or Division Chief)		SIGNATURE OF AGENCY HEAD (Deputy Director or Division Chief)

DA FORM 260  
MAY 84

EDITION OF JAN 75 IS OBSOLETE

Figure G-1. Sample DA Form 260 for FMs and TCs.

PART II - CONCURRENCES		
LIST AGENCY AND NAME AND GRADE OF CONCURRING OFFICER		
PART III - APPROVING AUTHORITY (To be used by general staff or higher level agencies when submitted thereto for approval)		
APPROVED FOR PUBLICATION  School or Integrating Center--[Enter name and the date of approval letter if required by TRADOC Reg 11-7.]		
PART IV - PUBLICATION CONTROL ACTION		
APPROVED IN ACCORDANCE WITH AR 310.3		
DATE	TYPED NAME AND GRADE	SIGNATURE
PART V - REQUIREMENT CONTROL ACTION		
APPROVED IN ACCORDANCE WITH AR 335.15 REQUIREMENT CONTROL SYMBOL ASSIGNED		
DATE	TYPED NAME AND GRADE	SIGNATURE
CONTINUATION REMARKS <div style="text-align: center; margin-top: 10px;">             PRINT SPECIFICATIONS           </div> <div style="margin-top: 10px;">             _____ Pages of camera-ready copy for cover <u>  X  </u> 1 <u>  </u> 2 <u>  </u> 3 <u>  X  </u> 4              [Blocks checked must equal number of printed covers; always check blocks 1 and 4.]              _____ Pages of camera-ready copy for text [Include authentication/distribution page.]              _____ Pages of negatives              _____ Number of linecuts              _____ Number of halftones              _____ Number of flat colors* [specify colors and PMS numbers]; cover: black; text:              [enter appropriate colors, for example, black and brown (PMS 464)]              _____ Number of pages with two colors*              _____ Number of pasters (foldouts); front <u>      </u>; front and back <u>      </u>              _____ Size of largest foldout [Enter trim size.]              _____ Total number of pages to be furnished to the printer (typeset cover pages + typeset              text pages) [Do not count blank pages.]              _____ +C Estimated number of printed pages**; number of blank pages <u>      </u> [Do not count covers.]              _____ Page proofs required? <u>      </u> Yes <u>      </u> No           </div> <div style="margin-top: 20px;">             NOTE FOR PRINTER: When finished with CRMs, return to [enter preparing agency's name and mailing address].               *Multicolor requests must be submitted in advance of DA Form 260 to USATSC in accordance with AR 25-30, paragraph 11-22c.               **If publication is saddle stitched, total text plus blank pages (covers <u>not</u> included) must be divisible by 4.           </div>		

Figure G-1. Sample DA Form 260 for FM's and TC's - continued.

REQUEST FOR PRINTING OF PUBLICATION		DATE
For use of this form, see AR 310-3, the proponent agency is TAGO		
TO: (Include ZIP Code)		FROM: (Originating Agency)
Cdr, USATSC ATTN: ATIC-ETL-M Fort Eustis, VA 23604-5168		PERSON TO CONTACT
		TELEPHONE AUTOVON NO
PART I - COMPLETED BY ORIGINATING AGENCY		
1. TYPE AND TITLE OF PUBLICATION (On Confidential or higher classified publications, indicate the title which can be listed in index (DA Pamphlet 310-1))		
[Enter ARTEP publication number and Mission Training Plan for _____.]		
2. JUSTIFICATION (Indicate why publication is needed, such as statutory requirement, DOD Directive, etc.; REQUIRED STATEMENTS, CLEARANCES, INFORMATION, AND SPECIAL REQUESTS (Use reverse side and plain paper for additional space if necessary):		
<p>a. Authority. TRADOC FY ____ Print Schedule.</p> <p>b. Preparing Agency. [Enter authorized abbreviation.]</p> <p>c. Purpose. [Enter purpose and scope of publication.]</p> <p>d. Recommended Print Specifications. Page size: [select an authorized size from Table 3-2]; binding: [bound publications with fewer than 100 pages will be saddle-stitched]; paper text: 50# Offset Book, white; paper cover: [select 110# CW Index or 50# Vellum].</p> <p>e. Assigned Publication Date. [USATSC will fill in date.]</p> <p>f. Applicable Statements.</p> <p>(1) Security classification. Subject is approved for publication without security classification; publication has no ADP implications.</p> <p>(2) Neutral language. This publication complies with neutral language policy.</p> <p>(3) STANAGs. This publication implements (the following/no) STANAGs. [Enter STANAGs implemented, if applicable.]</p> <p>(4) Distribution restriction. [Enter appropriate statement from AR 25-30, para 2-11.]</p> <p>(5) Destruction notice. [Enter only if applicable.]</p>		
3. RELATED PUBLICATIONS		4. PUBLICATIONS TO BE SUPERSEDED (DA publications, including interim changes; forms and requirement control symbols (RCSs))
[Enter only if applicable; include TOEs.]		[List publication number and day, month, and year of publication being superseded.]
5. COPYRIGHT MATERIAL		
a. INCLUDED IN MANUSCRIPT (If "YES" copy of copyright release must be attached)		b. HELD BY (Name and address, include ZIP Code of copyright owner)
<input type="checkbox"/> YES <input type="checkbox"/> NO [Check appropriate box.]		
6. DISTRIBUTION RESTRICTION (Publication contains material that would restrict distribution)		7. SALE BY SUPERINTENDENT OF DOCUMENTS
<input type="checkbox"/> YES <input type="checkbox"/> NO [Check appropriate box.]		<input type="checkbox"/> MAY BE SOLD <input checked="" type="checkbox"/> NOT TO BE SOLD
8. RECOMMENDED DISTRIBUTION (Include statement as to whether or not distribution to National Guard and USAR is required)		
Active Army, USAR, and ARNG: To be distributed in accordance with DA Form 12-_____. Requirements for [enter publication number, title, and quantity requirement block number].  First-year instructional requirements for TRADOC schools: [enter applicable schools and, for each one, include building number and Baltimore publication account number. If block 8 will not accommodate complete listing, type the list on bond paper following the format in Chapter 10].		
THIS PUBLICATION, FOR WHICH PRINTING IS REQUESTED, DOES NOT UNNECESSARILY DUPLICATE EXISTING PUBLICATIONS AND IS ESSENTIAL TO THE EFFECTIVE, EFFICIENT, AND ECONOMICAL CONDUCT OF OFFICIAL BUSINESS.		
TYPED NAME AND GRADE OF AGENCY HEAD (Deputy, Director, or Division Chief)		SIGNATURE OF AGENCY HEAD (Deputy, Director, or Division Chief)

DA FORM 260  
MAY 84

EDITION OF JAN 75 IS OBSOLETE

Figure G-2. Sample DA Form 260 for ARTEPPs.

PART II - CONCURRENCES		
LIST AGENCY AND NAME AND GRADE OF CONCURRING OFFICER   		
<b>PART III - APPROVING AUTHORITY</b> <i>(To be used by general staff or higher level agencies when submitted thereto for approval)</i>		
APPROVED FOR PUBLICATION  School or Integrating Center--[Enter name and the date of approval letter if required by TRADOC Reg 11-7.]		
<b>PART IV - PUBLICATION CONTROL ACTION</b>		
APPROVED IN ACCORDANCE WITH AR 310.3		
DATE	TYPED NAME AND GRADE	SIGNATURE
<b>PART V - REQUIREMENT CONTROL ACTION</b>		
APPROVED IN ACCORDANCE WITH AR 335.15 REQUIREMENT CONTROL SYMBOL ASSIGNED		
DATE	TYPED NAME AND GRADE	SIGNATURE
CONTINUATION REMARKS  <div style="text-align: center; padding-bottom: 10px;">PRINT SPECIFICATIONS</div> <div> <div style="display: flex; align-items: flex-start;"> <div style="width: 5%; text-align: right; padding-right: 5px;">_____</div> <div>Pages of camera-ready copy for cover <u>  X  </u> 1 <u>  </u> 2 <u>  </u> 3 <u>  X  </u> 4</div> </div> <div style="padding-left: 10px;">[Blocks checked must equal number of printed covers; always check blocks 1 and 4.]</div> <div style="display: flex; align-items: flex-start;"> <div style="width: 5%; text-align: right; padding-right: 5px;">_____</div> <div>Pages of camera-ready copy for text [Include authentication/distribution page.]</div> </div> <div style="display: flex; align-items: flex-start;"> <div style="width: 5%; text-align: right; padding-right: 5px;">_____</div> <div>Pages of negatives</div> </div> <div style="display: flex; align-items: flex-start;"> <div style="width: 5%; text-align: right; padding-right: 5px;">_____</div> <div>Number of linecuts</div> </div> <div style="display: flex; align-items: flex-start;"> <div style="width: 5%; text-align: right; padding-right: 5px;">_____</div> <div>Number of halftones</div> </div> <div style="display: flex; align-items: flex-start;"> <div style="width: 5%; text-align: right; padding-right: 5px;">_____</div> <div>Number of flat colors* [specify colors and PMS numbers]; cover: black; text: [enter appropriate colors, for example, black and brown (PMS 464)]</div> </div> <div style="display: flex; align-items: flex-start;"> <div style="width: 5%; text-align: right; padding-right: 5px;">_____</div> <div>Number of pages with two colors*</div> </div> <div style="display: flex; align-items: flex-start;"> <div style="width: 5%; text-align: right; padding-right: 5px;">_____</div> <div>Number of pasters (foldouts); front <u>  </u>; front and back <u>  </u></div> </div> <div style="display: flex; align-items: flex-start;"> <div style="width: 5%; text-align: right; padding-right: 5px;">_____</div> <div>Size of largest foldout [Enter trim size.]</div> </div> <div style="display: flex; align-items: flex-start;"> <div style="width: 5%; text-align: right; padding-right: 5px;">_____</div> <div>Total number of pages to be furnished to the printer (typeset cover pages + typeset text pages) [Do not count blank pages.]</div> </div> <div style="display: flex; align-items: flex-start;"> <div style="width: 5%; text-align: right; padding-right: 5px;">_____</div> <div>+C Estimated number of printed pages**; number of blank pages <u>  </u> [Do not count covers.]</div> </div> <div style="display: flex; align-items: flex-start;"> <div style="width: 5%; text-align: right; padding-right: 5px;">_____</div> <div>Page proofs-required? <u>  </u> Yes <u>  </u> No</div> </div> </div>		
NOTE FOR PRINTER: When finished with CRMs, return to [enter preparing agency's name and mailing address].		
*Multicolor requests must be submitted in advance of DA Form 260 to USATSC in accordance with AR 25-30, paragraph 11-22c.		
**If publication is saddle stitched, total text plus blank pages (covers not included) must be divisible by 4.		

Figure G-2. Sample DA Form 260 for ARTEPPs - continued.

REQUEST FOR PRINTING OF PUBLICATION		DATE	
For use of this form see AR 310-3, the proponent agency is TAGO			
TO: (Include ZIP Code)		FROM: (Originating Agency)	
Cdr. USATSC ATTN: ATIC-ETL-M Fort Eustis, VA 23604-5168		PERSON TO CONTACT	
		TELEPHONE AUTOVON NO	
PART I - COMPLETED BY ORIGINATING AGENCY			
1. TYPE AND TITLE OF PUBLICATION (On Confidential or higher classified publications indicate the title which can be listed in index (DA Pamphlet 310.1))			
[Enter STP publication number, Soldier's Manual, Skill Levels ____ and Trainer's Guide (if applicable), MOS ____, and title.]			
2. JUSTIFICATION (Indicate why publication is needed, such as statutory requirement, DOD Directive, etc.). REQUIRED STATEMENTS, CLEARANCES, INFORMATION, AND SPECIAL REQUESTS (Use reverse side and plain paper for additional space, if necessary).			
<p>a. Authority. TRADOC FY ____ Print Schedule.</p> <p>b. Preparing Agency. [Enter authorized abbreviation.]</p> <p>c. Purpose. [Enter purpose and scope of publication.]</p> <p>d. Recommended Print Specifications. Page size: [select an authorized size from Table 3-2]; binding: perfect-bound, 3-hole drilled or, if fewer than 100 pages, saddle-stitched; paper text: 50# Offset Book, white; paper cover: 110# Index, [enter color, if applicable; see TRADOC Reg 25-30, para 9-7b(3)].</p> <p>e. Assigned Publication Date. [USATSC will fill in date.]</p> <p>f. Applicable Statements.</p> <p>(1) Security classification. Subject is approved for publication without security classification; publication has no ADP implications.</p> <p>(2) Neutral language. This publication complies with neutral language policy.</p> <p>(3) Distribution restriction. [Enter appropriate statement from AR 25-30, para 2-11.]</p> <p>(4) Destruction notice. [Enter only if applicable.]</p>			
3. RELATED PUBLICATIONS		4. PUBLICATIONS TO BE SUPERSEDED (DA publications including interim changes, forms, and requirement control symbols (RCSs))	
[Enter only if applicable.]		[List publication number and day, month, and year of publication being superseded.]	
5. COPYRIGHT MATERIAL			
6. INCLUDED IN MANUSCRIPT (If YES, copy of copyright release must be attached.)		7. HELD BY (Name and address, include ZIP Code, of copyright owner)	
<input type="checkbox"/> YES <input type="checkbox"/> NO [Check appropriate box.]			
8. DISTRIBUTION RESTRICTION (Publication contains material that would restrict distribution.)		9. SALE BY SUPERINTENDENT OF DOCUMENTS	
<input type="checkbox"/> YES <input type="checkbox"/> NO [Check appropriate box.]		<input type="checkbox"/> MAY BE SOLD <input checked="" type="checkbox"/> NOT TO BE SOLD	
10. RECOMMENDED DISTRIBUTION (Include statement as to whether or not distribution to National Guard and USAR is required.)			
Active Army, USAR, and ARNG: To be distributed in accordance with DA Form 12-____. Requirements for [enter publication number, title, and quantity requirement block number].  First-year instructional requirements for TRADOC schools: [enter applicable schools and, for each one, include building number and Baltimore publication account number. If block 8 will not accommodate complete listing, type the list on bond paper following the format in Chapter 10].			
THIS PUBLICATION FOR WHICH PRINTING IS REQUESTED, DOES NOT UNNECESSARILY DUPLICATE EXISTING PUBLICATIONS AND IS ESSENTIAL TO THE EFFECTIVE, EFFICIENT, AND ECONOMICAL CONDUCT OF OFFICIAL BUSINESS.			
TYPED NAME AND GRADE OF AGENCY HEAD (Deputy Director or Division Chief)		SIGNATURE OF AGENCY HEAD (Deputy Director or Division Chief)	

DA FORM 260  
MAY 84

EDITION OF JAN 75 IS OBSOLETE

Figure G-3. Sample DA Form 260 for SM/TG STPs.

PART II - CONCURRENCES		
<small>ENTER AGENCY AND NAME AND GRADE OF CONCURRING OFFICER</small>		
PART III - APPROVING AUTHORITY <small>(To be used by general staff or higher level agencies when submitted thereto for approval.)</small>		
<small>APPROVED FOR PUBLICATION</small>		
PART IV - PUBLICATION CONTROL ACTION		
<small>APPROVED IN ACCORDANCE WITH AR 310.3</small>		
<small>DATE</small>	<small>TYPED NAME AND GRADE</small>	<small>SIGNATURE</small>
PART V - REQUIREMENT CONTROL ACTION		
<small>APPROVED IN ACCORDANCE WITH AR 335.15 - REQUIREMENT CONTROL SYMBOL ASSIGNED</small>		
<small>DATE</small>	<small>TYPED NAME AND GRADE</small>	<small>SIGNATURE</small>
<small>CONTINUATION, REMARKS</small>		
<div style="text-align: center; margin-bottom: 10px;"> <b>PRINT SPECIFICATIONS</b> </div> <div> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> <div style="width: 85%;"> <p>Pages of camera-ready copy for cover <u>  X  </u> 1 <u>  </u> 2 <u>  </u> 3 <u>  </u> 4</p> <p>[Blocks checked must equal number of printed covers; always check blocks 1, 3 (authentication/distribution page), and 4.]</p> <p>Pages of camera-ready copy for text <u>          </u></p> <p>Pages of negatives <u>          </u></p> <p>Number of linecuts <u>          </u></p> <p>Number of halftones <u>          </u></p> <p>Number of flat colors [specify colors and PMS numbers]; cover and text: black <u>          </u></p> <p>Number of pages with two colors <u>          </u></p> <p>Number of pasters (foldouts); front <u>      </u>; front and back <u>          </u></p> <p>Size of largest foldout [Enter trim size.] <u>          </u></p> <p>Total number of pages to be furnished to the printer (typeset cover pages + typeset text pages) [Do not count blank pages.] <u>          </u></p> <p><u>      </u> +C Estimated number of printed pages*; number of blank pages <u>      </u> [Do not count covers.]</p> <p>Page proofs required? <u>      </u> Yes <u>      </u> No</p> </div> </div> </div>		
<p><b>NOTE FOR PRINTER:</b> When finished with CRMs, return to [enter preparing agency's name and mailing address].</p> <p>*If publication is saddle-stitched, total text plus blank pages (covers <b>not</b> included) must be divisible by 4.</p>		

Figure G-3. Sample DA Form 260 for SM/TG STPs - continued.

REQUEST FOR PRINTING OF PUBLICATION		DATE	
For use of this form, see AR 310-3, the proponent agency is TAGO			
TO: (Include ZIP Code)		FROM: (Originating Agency)	
Cdr, USATSC ATTN: ATIC-ETL-M Fort Eustis, VA 23604-5168		PERSON TO CONTACT	TELEPHONE AUTOVON NO
PART I - COMPLETED BY ORIGINATING AGENCY			
1. TYPE AND TITLE OF PUBLICATION (On Confidential or higher classified publications, indicate the title which can be listed in index (DA Pamphlet 310 1)). [Enter STP publication number, Military Qualification Standards III Manual, branch title, BC _____, and functional area title and number.]			
2. JUSTIFICATION (Indicate why publication is needed, such as statutory requirement, DOD Directive, etc.) REQUIRED STATEMENTS, CLEARANCES, INFORMATION, AND SPECIAL REQUESTS (Use reverse side and plain paper for additional space if necessary).			
<p>a. Authority. TRADOC FY _____ Print Schedule.</p> <p>b. Preparing Agency. [Enter authorized abbreviation.]</p> <p>c. Purpose. [Enter purpose and scope of publication.]</p> <p>d. Recommended Print Specifications. Page size: [select an authorized size from Table 3-2]; binding: perfect-bound, 3-hole drilled or, if fewer than 100 pages, saddle-stitched, 3-hole drilled; paper text: 50# Offset Book, white; paper cover: 50# Vellum, white.</p> <p>e. Assigned Publication Date. [USATSC will fill in date.]</p> <p>f. Applicable Statements.</p> <p>(1) Security classification. Subject is approved for publication with security classification; publication has no ADP implications.</p> <p>(2) Neutral language. This publication complies with neutral language policy.</p> <p>(3) Distribution restriction. [Enter appropriate statement from AR 25-30, para 2-11.]</p> <p>(4) Destruction notice. [Enter only if applicable.]</p>			
3. RELATED PUBLICATIONS [Enter only if applicable.]		4. PUBLICATIONS TO BE SUPERSEDED (DA publications, including interim changes, forms, and requirement control symbols (RCSs)). [List publication number and day, month, and year of publication being superseded.]	
5. COPYRIGHT MATERIAL			
a. INCLUDED IN MANUSCRIPT (If "YES" copy of copyright release must be attached). <input type="checkbox"/> YES <input type="checkbox"/> NO [Check appropriate box.]		b. HELD BY (Name and address include ZIP Code of copyright owner).	
6. DISTRIBUTION RESTRICTION (Publication contains material that would restrict distribution). <input type="checkbox"/> YES <input type="checkbox"/> NO [Check appropriate box.]		7. SALE BY SUPERINTENDENT OF DOCUMENTS <input type="checkbox"/> MAY BE SOLD <input checked="" type="checkbox"/> NOT TO BE SOLD	
8. RECOMMENDED DISTRIBUTION (Include statement as to whether or not distribution to National Guard and USAR is required). Active Army, USAR, and ARNG: To be distributed in accordance with DA Form 12-_____. Requirements for [enter publication number, title, quantity requirement block number]. First-year instructional requirements for TRADOC schools: [enter applicable schools and, for each one, include building number and Baltimore publication account number. If block 8 will not accommodate complete listing, type the list on bond paper following the format in Chapter 10].			
THIS PUBLICATION, FOR WHICH PRINTING IS REQUESTED, DOES NOT UNNECESSARILY DUPLICATE EXISTING PUBLICATIONS AND IS ESSENTIAL TO THE EFFECTIVE, EFFICIENT, AND ECONOMICAL CONDUCT OF OFFICIAL BUSINESS.			
TYPED NAME AND GRADE OF AGENCY HEAD (Deputy Director or Division Chief)		SIGNATURE OF AGENCY HEAD (Deputy Director or Division Chief)	

DA FORM 260  
MAY 84

EDITION OF JAN 75 IS OBSOLETE

Figure G-4. Sample DA Form 260 for MQS STPs.

PART II - CONCURRENCES		
<b>LIST AGENCY AND NAME AND GRADE OF CONCURRING OFFICER</b>		
PART III - APPROVING AUTHORITY <i>(To be used by general staff or higher level agencies when submitted thereto for approval)</i>		
<b>APPROVED FOR PUBLICATION</b>		
PART IV - PUBLICATION CONTROL ACTION		
<b>APPROVED IN ACCORDANCE WITH AR 310.3</b>		
<b>DATE</b>	<b>TYPED NAME AND GRADE</b>	<b>SIGNATURE</b>
PART V - REQUIREMENT CONTROL ACTION		
<b>APPROVED IN ACCORDANCE WITH AR 335.15 - REQUIREMENT CONTROL SYMBOL ASSIGNED</b>		
<b>DATE</b>	<b>TYPED NAME AND GRADE</b>	<b>SIGNATURE</b>
<b>CONTINUATION REMARKS</b>		
<div style="text-align: center;"><b>PRINT SPECIFICATIONS</b></div> <div style="display: flex;"> <div style="width: 5%; text-align: right;">_____</div> <div>Pages of camera-ready copy for cover <u>  X  </u> 1 <u>  </u> 2 <u>  </u> 3 <u>  X  </u> 4</div> </div> <div style="display: flex;"> <div style="width: 5%; text-align: right;">_____</div> <div>[Blocks checked must equal number of printed covers; always check blocks 1 and 4.]</div> </div> <div style="display: flex;"> <div style="width: 5%; text-align: right;">_____</div> <div>Pages of camera-ready copy for text [Include authentication/distribution page.]</div> </div> <div style="display: flex;"> <div style="width: 5%; text-align: right;">_____</div> <div>Pages of negatives</div> </div> <div style="display: flex;"> <div style="width: 5%; text-align: right;">_____</div> <div>Number of linecuts</div> </div> <div style="display: flex;"> <div style="width: 5%; text-align: right;">_____</div> <div>Number of halftones</div> </div> <div style="display: flex;"> <div style="width: 5%; text-align: right;">_____</div> <div>Number of flat colors* [specify colors and PMS numbers]; cover: black; text:</div> </div> <div style="display: flex;"> <div style="width: 5%; text-align: right;">_____</div> <div>[enter appropriate colors, for example, black and brown (PMS 464)]</div> </div> <div style="display: flex;"> <div style="width: 5%; text-align: right;">_____</div> <div>Number of pages with two colors*</div> </div> <div style="display: flex;"> <div style="width: 5%; text-align: right;">_____</div> <div>Number of pasters (foldouts); front <u>  </u>; front and back <u>  </u></div> </div> <div style="display: flex;"> <div style="width: 5%; text-align: right;">_____</div> <div>Size of largest foldout [Enter trim size.]</div> </div> <div style="display: flex;"> <div style="width: 5%; text-align: right;">_____</div> <div>Total number of pages to be furnished to the printer (typeset cover pages + typeset text pages) [Do not count blank pages.]</div> </div> <div style="display: flex;"> <div style="width: 5%; text-align: right;">_____</div> <div>+C Estimated number of printed pages**; number of blank pages <u>  </u> [Do not count covers.]</div> </div> <div style="display: flex;"> <div style="width: 5%; text-align: right;">_____</div> <div>Page proofs required? <u>  </u> Yes <u>  </u> No</div> </div> <div>NOTE FOR PRINTER: When finished with CRMs, return to [enter preparing agency's name and mailing address].</div> <div>*Multicolor requests must be submitted in advance of DA Form 260 to USATSC in accordance with AR 25-30, paragraph 11-22c.</div> <div>**If publication is saddle-stitched, total text plus blank pages (covers <b>not</b> included) must be divisible by 4.</div>		

Figure G-4. Sample DA Form 260 for MQS STPs - continued.



<b>REQUEST FOR PRINTING OF PUBLICATION</b> <small>For use of this form, see AR 310-3; the proposing agency is TAGO.</small>		DATE
<b>TO</b> (Include ZIP Code)  Cdr, USATSC ATTN: ATIC ETL M Fort Eustis, VA 23604-5168	<b>FROM</b> (Originating Agency)  <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	
<b>PERSON TO CONTACT</b>  <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>	<b>TELEPHONE AUTOVON NO</b>  <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>	
<b>PART I - COMPLETED BY ORIGINATING AGENCY</b>		
<b>1. TYPE AND TITLE OF PUBLICATION</b> (For confidential or higher classified publications, indicate the title which can be listed in index. (DA Pamphlet 310-1))  [Enter STP publication number, Job Book, MOS _____, title, and Skill Levels _____.]		
<b>2. JUSTIFICATION</b> (Indicate why publication is needed, such as statutory requirement, DOD Directive, etc.) <b>REQUIRED STATEMENTS</b> <b>CLEARANCES, INFORMATION, AND SPECIAL REQUESTS</b> (Use reverse side and plain paper for additional space if necessary.)  a. Authority. TRADOC FY ____ Print Schedule. b. Preparing Agency. [Enter authorized abbreviation.] c. Purpose. [Enter purpose and scope of publication.] d. Recommended Print Specifications. Page size: 3 X 5 inches; binding: saddle-stitched, top 3-hole drilled, drill 1/4" diameter, 3/4" from center to center, 3/8" from center of hole to top; print head to foot; paper text: 50# Offset Book, white; paper cover: 110# Index, white. e. Assigned Publication Date. [USATSC will fill in date.] f. Applicable Statements. (1) Security classification. Subject is approved for publication without security classification; publication has no ADP implications. (2) Neutral language. This publication complies with neutral language policy. (3) Distribution restriction. [Enter appropriate statement from AR 25-30, para 2-11.] (4) Destruction notice. [Enter only if applicable.]		
<b>3. RELATED PUBLICATIONS</b>  [Enter only if applicable.]	<b>4. PUBLICATIONS TO BE SUPERSEDED</b> (DA publications, including interim changes, forms, and requirement control symbols (RCS))  [List publication number and day, month, and year of publication being superseded.]	
<b>5. COPYRIGHT MATERIAL</b>		
<b>a. INCLUDED IN MANUSCRIPT</b> (If YES, copy of copyright release must be attached.) <input type="checkbox"/> YES <input type="checkbox"/> NO [Check appropriate box.]	<b>b. HELD BY</b> (Name and address, include ZIP Code, of copyright owner)	
<b>6. DISTRIBUTION RESTRICTION</b> (Publication contains material that would restrict distribution.) <input type="checkbox"/> YES <input type="checkbox"/> NO [Check appropriate box.]	<b>7. SALE BY SUPERINTENDENT OF DOCUMENTS</b> <input type="checkbox"/> MAY BE SOLD <input checked="" type="checkbox"/> NOT TO BE SOLD	
<b>8. RECOMMENDED DISTRIBUTION</b> (Include statement as to whether or not distribution to National Guard and USAR is required.)  Active Army, USAR, and ARNG: To be distributed in accordance with DA Form 12-_____. Requirements for [enter publication number, title, and quantity requirement block number].  First-year instructional requirements for TRADOC schools: [enter applicable schools and, for each one, include building number and Baltimore publication account number. If block 8 will not accommodate complete listing, type the list on bond paper following the format in Chapter 10].		
<b>THIS PUBLICATION, FOR WHICH PRINTING IS REQUESTED, DOES NOT UNNECESSARILY DUPLICATE EXISTING PUBLICATIONS AND IS ESSENTIAL TO THE EFFECTIVE, EFFICIENT, AND ECONOMICAL CONDUCT OF OFFICIAL BUSINESS.</b>		
<b>TYPED NAME AND GRADE OF AGENCY HEAD</b> (Deputy Director or Division Chief)	<b>SIGNATURE OF AGENCY HEAD</b> (Deputy Director or Division Chief)	

 DA FORM 260  
 MAY 84

EDITION OF JAN 78 IS OBSOLETE

Figure G-5. Sample DA Form 260 for JB STPs.

<b>PART II - CONCURRENCES</b>		
<b>ENTRY AGENCY AND NAME AND GRADE OF CONCURRING OFFICER</b>  		
<b>PART III - APPROVING AUTHORITY</b> <i>(To be used by general staff or higher level agencies when submitted thereto for approval)</i>		
<b>APPROVED FOR PUBLICATION</b>  		
<b>PART IV - PUBLICATION CONTROL ACTION</b>		
<b>APPROVED IN ACCORDANCE WITH AR 310-3</b>		
DATE	TYPED NAME AND GRADE	SIGNATURE
<b>PART V - REQUIREMENT CONTROL ACTION</b>		
<b>APPROVED IN ACCORDANCE WITH AR 335-15 REQUIREMENT CONTROL SYMBOL ASSIGNED</b>		
DATE	TYPED NAME AND GRADE	SIGNATURE
<b>CONTINUATION REMARKS</b>  		

### PRINT SPECIFICATIONS

\_\_\_\_\_ Pages of camera-ready copy for cover X 1 \_\_\_\_ 2 \_\_\_\_ 3 X 4  
[Blocks checked must equal number of printed covers; always check blocks 1 and 4.]

\_\_\_\_\_ Pages of camera-ready copy for text [Include authentication/distribution page.]

\_\_\_\_\_ Pages of negatives

\_\_\_\_\_ Number of linecuts

\_\_\_\_\_ Number of halftones

\_\_\_\_\_ Number of flat colors [specify colors and PMS numbers]; cover and text: black

\_\_\_\_\_ Number of pages with two colors

\_\_\_\_\_ Number of pasters (foldouts); front \_\_\_\_; front and back \_\_\_\_

\_\_\_\_\_ Size of largest foldout [Enter trim size.]

\_\_\_\_\_ Total number of pages to be furnished to the printer (typeset cover pages + typeset text pages) [Do not count blank pages.]

\_\_\_\_+C Estimated number of printed pages\*; number of blank pages \_\_\_\_ [Do not count covers.]

\_\_\_\_\_ Page proofs required? \_\_\_\_ Yes \_\_\_\_ No

**NOTE FOR PRINTER:** When finished with CRMs, return to [enter preparing agency's name and mailing address].

\*Total text plus blank pages (covers not included) must be divisible by 4; place authentication/distribution page accordingly.

**Figure G-5. Sample DA Form 260 for JB STPs - continued.**

**GLOSSARY****Section I****Acronyms and Abbreviations**

ABCA	American, British, Canadian, and Australian	FC	field circular
acct	account	fig	figure
ADTL	Armywide doctrinal and training literature	FM	field manual
ADTLP	Armywide Doctrinal and Training Literature Program	FMO	forms management officer
AET	Army extension training	FOUO	for official use only
AETIS	Army Extension Training Information System	FPM Reg	federal property management regulation
AFB	Air Force base	FY	fiscal year
AHS	Academy of Health Sciences, United States Army	GPO	Government Printing Office
AL	Alabama	GRA&I	<i>Government Reports Announcements and Index</i>
AMC	United States Army Materiel Command	GSA	General Services Administration
app	appendix	GT	general technical
AR	Army regulation	GTA	graphic training aid
ARSTAF	Army Staff	HQDA	Headquarters, Department of the Army
ARTEP	Army Training and Evaluation Program	ID	initial distribution
ARTEP	Army Training and Evaluation Program publication	ISA	international standardization agreement
ASCC	Air Standardization Coordinating Committee	ITED	Individual Training Evaluation Directorate
ASUBJSCD	Army subject schedule	JAG	judge advocate general
ATP	Army training plan	JB	job book
ATT	Army training test	JCS	Joint Chiefs of Staff
attn	attention	MACOM	major Army command
bldg	building	MOS	military occupational specialty
chap	chapter	mo/yr	month/year
CRC	camera-ready copy	MQS	military qualification standards
CRM	camera-ready mechanical	MTP	mission training plan
DA	Department of the Army	NA	not applicable
DAVIS	Defense Audiovisual Information System	NATO	North Atlantic Treaty Organization
DC	District of Columbia	NCO	noncommissioned officer
DCSDOC	Deputy Chief of Staff for Doctrine	NGB	National Guard Bureau
DCSOPS	Deputy Chief of Staff for Military Operations and Plans	NTIS	National Technical Information Service
DMD	Devices Management Directorate	O	optional
DOD	Department of Defense	OCAR	Office of the Chief, Army Reserve
DOTD	director of training and doctrine	ODCSCD	Office, Deputy Chief of Staff for Combat Developments
DPI	dots per inch	ODCSINT	Office, Deputy Chief of Staff for Intelligence
DTIC	Defense Technical Information Center	ODCSPAL	Office, Deputy Chief of Staff for Personnel, Administration, and Logistics
ed	editor	ODCST	Office, Deputy Chief of Staff for Training
FAD	final approved draft	OK	Oklahoma
		PA	Pennsylvania
		pam	pamphlet
		para	paragraph
		PIN	publication inventory number
		PMS	Pantone Matching System

PMT	photomechanical transfer
POC	point of contact
pub	publication
QSTAG	quadripartite standardization agreement
qty	quantity
R	required
-R	reproducible
RA	required if applicable
reg	regulation
RGL	reading grade level
RSI	rationalization, standardization, interoperability
SI	Système International d'Unités [International System of Units]
SM	soldier's manual
SME	subject-matter expert
STANAG	standardization agreement
STARPUBS	Standard Army Publications System
STP	soldier training publication
TASC	training and audiovisual support center
TC	training circular
TDA	table of distribution and allowances
TG	trainer's guide
TM	technical manual
TOC	table of contents
TOE	table of organization and equipment
TRADOC	United States Army Training and Doctrine Command
TTP	tactics, techniques, and procedures
TX	Texas
U.S.	United States
USA	United States Army
USAFAS	United States Army Field Artillery School
USAOMMCS	United States Army Ordnance, Missile, Munitions Center and School
USAPDC	United States Army Publications Distribution Center
USAPPC	United States Army Publications and Printing Command
USATSC Support	United States Army Training Center
VA	Virginia
VIS	visual information specialist

## Section II

### Terms

#### ADTL System Quarterly Report

*See* TRADOC System Quarterly Report.

### ampersand

The *and* sign [&].

### backbone

That part of a book that connects the front and back covers. The backbone is also called the spine.

### back matter

The appendixes, glossary, references, and index. Back matter is also called end matter.

### bibliography

The list of references.

### blackout

A black, red, or amber area on a mechanical or overlay having the exact position, size, and shape of a halftone which will later be stripped into that area.

### bleed

Part of the printing area that intentionally runs off one or more edges of a page. Any margin between the printed image and the edge of the trimmed sheet is eliminated by trimming off part of the printed area. Thus, the photo or area that will bleed must extend at least 1/8 inch beyond the trim edge of the page.

### body copy

Regular text, as opposed to copy used for charts, tables, and other graphics.

### body type

Type used for the main text of a printed piece or publication, as opposed to display or headline type. Body type is also called text.

### boldface type

Type that has thicker line strokes resulting in the type looking darker than the body type.

### box

Lines that frame a graphic. Boxed material is not normally part of the body copy. Boxes are also known as graphic borders.

### bullet

A round ornament used to mark an item in an enumerated list. Bullets are usually filled in (solid) but may also be open circles. *See also* ornament.

### callout

Numbers, nomenclature, or letters that key parts of illustrations to a legend or explanation; words displayed next to a column to summarize or cue ideas discussed in the text.

### camera-ready copy

Typewritten, word processed, or laser-printed pages ready for photoreproduction.

### camera-ready mechanical

Generally more complicated than a pasteup, involving overlays for color and/or tint additions that are prepared in register with the base art. Carefully scaled blackouts, or windows, are substituted for halftones which will be shot separately. *See also* halftone *and* pasteup.

**caps**

The abbreviation for capital letters.

**Capstone Manuals**

FMs 22-100, 25-100, 100-1, 100-5, 100-10 and 100-20.

**caption**

The title or heading for a graphic.

**column**

A section of text consisting of lines of type arranged one under another, having flush left and right margins when justified.

**comprehensive dummy**

A designed page-by-page prototype of a publication, showing margins, areas of type and illustrations, headings and captions, and suggested colors. It is drawn to exact size, with every item specified or identified (keyed) and with proofs or typeset copy pasted in position. It must accompany mechanics and artwork sent to the printer. The comprehensive dummy is also called the comp.

**continuous tone**

A photographic print or artwork composed of densities ranging from white, through graduations of gray, to black. A continuous tone image is unlike a line image which consists of only two tones—black and white.

**coordinating draft**

The draft circulated for review.

**coordination summary**

A document listing the agencies with which the publication was coordinated, detailing any unresolved changes these agencies proposed, and explaining why these changes were not included.

**copyedit**

To mark grammatical and stylistic corrections such as spelling, punctuation, or capitalization in a manuscript. *See also* substantive editing.

**copyright**

Legal protection for ownership of literary property.

**crop marks**

The short horizontal and vertical lines placed at the corners of photos and tone art to define the portion to be printed.

**cutline**

Text that explains a graphic.

**drop-out**

A halftone in which certain areas—usually hi-lights—from the original continuous tone photo/art have been removed by masking or opaquing to show a screenless (no dots) white. *See also* silhouette halftone.

**duotone**

A two-color halftone print from a monochrome subject. The negative for the dominant color—usually black—is made with more contrast, while that for the second color is flatter. The screens are turned as in press work to prevent moire.

**em**

The square of the type size being used, so named because the letter M was usually cast as metal type on a square body. Thus, in 10-point type, an em is 10 points wide and 10 points high.

**em dash**

In typeset, a dash that is one em wide; in typescript, two hyphens.

**en**

One-half of an em.

**en dash**

In typeset, a dash that is one en wide; in typescript, a single hyphen.

**family of type**

In broad terms, the two major classes of type: Roman and Gothic (sans serif); more commonly, a set of typeface variations based on a single design concept. The Univers family, which belongs to the sans-serif class, contains such variations as medium, medium italic, bold, and medium condensed.

**final approved draft**

An editorially correct draft that has been approved by all necessary authorities.

**final edited draft**

An editorially correct typewritten manuscript.

**flush**

Even; without indentation. Lines of type can be set flush left or flush right. *See also* justified column and ragged right.

**foldout**

A horizontally extended page that must be folded at least once to fit within the regular page width.

**folio**

In printing, a sheet of paper folded once to make four pages.

**font**

A complete assortment of all the capital and lowercase letters, numerals, punctuation marks, and symbols of a particular style and size of typeface.

**foreword**

A statement in the front matter of a publication written and signed by someone other than the author or editor.

**format**

For editing, the way a publication's information is divided into components such as chapters and paragraphs and how its verbal structure is presented; for design, the appearance and basic plan for visual and typographic layout of a publication, including size, binding, and treatment of graphics.

**front matter**

The front portion of a publication, consisting of the foreword, title page, table of contents, supplemental table of contents, preface, and introduction. This material is sometimes called the administrative part of the publication.

**gutter**

The blank space or inner margin of a page, from the printing area to the binding or centerfold; also, the white space between two columns of type.

**halftone**

A screened reproduction of continuous tone copy such as a photograph or wash drawing in which the middle tones are reproduced by dots of varying size.

**halftone screen**

A piece of optically perfect glass or the equivalent containing hundreds of ruled horizontal and vertical opaque lines. It is called halftone because the lines take up about one-half the total area of the screens. The screen is used to convert continuous tone copy such as photographs or wash drawings into halftone or screened reproductions.

**introduction**

Preliminary information about the book's subject, such as historical background.

**italics**

Letters that are slanted rather than vertical.

**joint publication**

A publication approved by the Joint Chiefs of Staff and included in the JCS publication system. Joint publications are listed in JCS Publication 1-01. *See also* multiservice publication.

**justified column**

A column having lines of equal length set flush at the left and right margins.

**key**

A letter, number, or other symbol used to identify artwork or to relate separate pieces of material to one another.

**key letters**

The corresponding letters inscribed on both the manuscript copy and the layout to show where the copy goes.

**layout**

The basic design for elements of a publication such as pages and cover.

**leading**

The space between lines of type, measured and expressed in points.

**legend**

An explanation attached to a graphic; a key to the symbols and alternate word forms in a graphic.

**line copy**

Any artwork or other copy which can be reproduced for printing without using a halftone screen.

**line drawing**

A drawing without any middle tones. Shading is created with black and white crosshatched lines or with screen tint overlays.

**mask**

A transparent overlay with opaque areas used to cover various parts of artwork to be printed.

**multiservice publication**

A publication ratified by two or more services. *See also* joint publication.

**organization**

The arrangement of text in a publication based on the logical sequence of ideas.

**ornament**

A device used to delineate items in a laundry list.

**orphan**

A typesetting error in which the last line on a page is indented or otherwise excessively short. *See also* widow.

**outline halftone**

*See* silhouette halftone.

**overlay**

A transparent film—preferably a stable-base film such as acetate—on which artwork, copy, or screen areas can be drawn or otherwise affixed in register with the base art, providing a means of separating the colors or elements to be superimposed.

**overview**

A summary often placed at the beginning of a chapter.

**page proofs**

Pages produced by a printing firm to check for proper registration; also, in the process of producing CRC, an iteration used to check copy, format, and/or layout.

**pasteup**

Mounting boards or paper on which type, art, and other elements are pasted in the exact position and usually in the same size as they are to appear in final print. Although the term is used interchangeably with mechanical, pasteups generally involve only line work and one color. Thus, they are much less complex and require less experience and skill to produce than a true mechanical.

**perfect binding**

A type of binding in which the pages are held together and fixed to the cover by means of flexible adhesive.

**pica**

The basic linear unit for measuring type. In typeset, there are 12 points to a pica and 6 picas, or 72 points, to an inch; in typescript, 10 characters to an inch.

**pitch**

In typescript, the number of characters per linear inch. Elite type gives 12 characters per inch (12 pitch); pica type gives 10 (10 pitch).

**point**

A unit of measure used to describe type size and the vertical distance, or leading, between lines of type. There are 12 points to a pica and approximately 72 points to an inch.

**preface**

Information about the publication rather than its subject matter.

**ragged left**

Type composed so that all lines are set flush on the right margin but vary in length along the left margin causing a ragged effect.

**ragged right**

Type set to look like a typewritten manuscript where all lines are flush at the left margin but vary in length along the right margin. Ragged right is also known as unjustified type.

**register**

The perfect horizontal and vertical alignment of all component of a printed piece, each in relation to the other. Register starts with the preparation of the original artwork and continues with the positioning of the negatives, printing plates, and paper stock. Although register is always important, it is most critical in color work. Faulty register is frequently caused by using unstable material for art overlays and changing the dimensions of paper stock between color runs.

**register mark**

A pattern composed of a circle intersected by horizontal and vertical crosslines. These marks are placed on artwork and overlays. Aligning them ensures that overburns and colors will be in perfect register with the base art when it is printed.

**repro stat**

Photostats made on paper that has a higher contrast, finer grain, and better dimensional stability than ordinary photostat paper. They are used on pasteups and mechanicals for reproduction. Repro state are also called bromides and paper prints.

**reverse**

White letters on a black background; the corresponding effect obtained by printing with any color ink on a paper stock of a contrasting color.

**Roman**

Upright letters, as opposed to italic letters; also a class of type.

**run-in heading**

A heading, usually reserved for subparagraphs, that appears on the same line as the text that follows it.

**running head**

A heading repeated at the top of each page to give the publication or chapter number or title.

**saddle-stitch**

type of binding in which the signature or folios are stapled together along the centerfold.

**sidehead**

A heading or descriptive phrase placed beside a block of copy. *See also* callout.

**side-stitch**

A type of binding in which the signatures or pages of a publication are stapled from front to back cover parallel to the base edge.

**signature**

A sheet of paper folded into 4, 8, 12, 16, 24, or 32 pages and collated with other signatures, when needed, to form a publication.

**silhouette halftone**

Halftones in which all detail and dot formation beyond the central figure or shape are removed (drop-out background), leaving a screenless white area. A silhouette halftone is also called outline halftone.

**sinkage**

The distance from the top of a page at which the text begins.

**slant**

*See* solidus.

**slash**

*See* solidus.

**small caps**

The type style that substitutes small capital letters for those that would normally be lowercased.

**solidus**

In punctuation, the slanted line [/]. The solidus is also called the slant, the slash, and the virgule.

**special segment**

A portion of text such as a scenario or a dialogue that differs from both normal text and graphics. To stand apart, special segments may be set in a different typeface with different leading and different indentation.

**spine**

*See* backbone.

**ss**

An abbreviation for same size. It is placed on artwork or other material to be reproduced to indicate that no reduction or enlargement is wanted. It is interchangeable with the notation 100% which is used when size changes are noted by percentage figures.

**style**

In such matters as punctuation and capitalization, the usage preferred by a publishing house. Chapter 7 of this regulation prescribes the style for ADTL.

**subhead**

A subparagraph heading.

**subscript**

A symbol, number, or character, smaller than the primary type, printed below and to the right of another character. The subscript is also called the inferior. *See also* superscript.

**substantive editing**

More extensive than copyediting, substantive editing involves rewriting, reorganizing, verifying, and formatting information. *See also* copyediting.

**superscript**

A symbol, number, or character, smaller than the primary type, printed above and to the right of another character. The superscript is also called the superior. *See also* subscript.

**text**

*See* body type.

**tint**

A line copy screened to a particular value of the printing color such as 20 percent of the solid color.

**title**

The heading of a paragraph or subparagraph. Titles are set so as to be distinguished from body copy and to show subordination clearly.

**TRADOC System Quarterly Report**

An identification of TRADOC publications to be consolidated.

**trim lines**

The short horizontal and vertical lines placed at the corners of a CRM or pasteup page to indicate the outside edges of the finished page.

**typescript**

Copy produced on a typewriter or similar impact printer.

**unjustified column**

*See* ragged right.

**virgule**

*See* solidus.

**widow**

A line of less than full measure at the top of a page; the last line of a paragraph composed of a single word. *See also* bad break.

**window**

The transparent opening in a line negative where a halftone will later be stripped in. The opening corresponds to the mask or blackout on the mechanical or overlay from which the line negative was made.

**INDEX**

This is a topical index organized alphabetically. Citations are to paragraph numbers.

Abbreviations, 7-2, *See also* punctuation  
in graphics, 7-2b  
and periods, 7-2d  
plurals of, 7-2c  
in text, 5-2b(5), 7-2a

ACCP. *See* Army correspondence course program

Acknowledgments, 3-3d

Acronyms, 7-3. *See also* punctuation  
military ranks as, 7-3c  
plurals of, 7-3d, 7-3e  
possessives of, 7-3g  
in titles, 7-3f  
usage of, 7-7

Active voice, 4-3a(3)(o)

Addresses. *See* numbers

ADTL. *See* Armywide doctrinal and training literature

ADTLP. *See* Armywide Doctrinal and Training Literature Program

AETIS. *See* Army Extension Training Information System

Age. *See* numbers

Air standard. *See* international standardization agreement

Alternate word forms. *See also* abbreviations; acronyms; nicknames; signs; symbols  
with duplicate meanings, 7-7b  
identification in text or graphics, 7-7c  
and redundancy, 7-7a

Analysis, 2-1b

Appendixes, 4-3a(3)(q), 6-5a  
format for, 5-2b(8), 6-5a(3)  
in volumes, 6-9j

Approval  
authority, 3-1a(4)  
for consolidations, 3-1b(3)  
of coordinating drafts, 5-1b  
of final edited draft, 5-3  
form for, 5-3e  
by functional experts, 3-2.s  
identifying in DA Form 260, 10-2a(6)  
by integrating centers, 1-4c(4), 5-1b(1)  
for multiservice publications, 5-1b(4), 5-3c  
of outline, 4-1.c.  
of projected publications, 3-1a  
of reports, 3-3n  
by supervisory editor, 5-3a  
by TRADOC, 1-4a(4), 5-1b(2)

AR. *See* Army regulation

Army correspondence courses, 1-1b

Army Extension Training Information System (AETIS), 1-4b(13)

Army regulations applicable to ADTL, 1-2

Army Training and Evaluation Program publication (ARTEPP), 1-1a(3), 6-1 through 6-6, 8-7a(1), 9-7b  
CRC for, 8-7a(1)  
CRMs for, 9-7b

Armywide doctrinal and training literature 5-year schedule, 1-4 b(2), 1-4d(9), 3-1a



Armywide Doctrinal and Training Literature System  
Quarterly Report, 3-1b(3)(a)

Art. *See* graphics

ARTEPP. *See* Armywide Training and Evaluation  
Program publication

Assistance  
design-related, 2-2c  
editorial, 2-2b  
from functional experts, 3-2a  
integrating center, 1-4c(2)  
USATSC, 1-4b(5), 2-2d

Audience, 3-4c, 4-3a(1)(a), 6-3e. *See also* readability  
and consolidations, 3-1b(3)

Authentication page  
for changes, 3-1b(2)(d)  
use of, 6-5g

Automation  
and format, 8-5  
and indexing, 4-5b  
and line numbering, 5-1a  
and preparation, 2-4b  
and RGL, 4-3b(2)

Backbone, 6-2b, 6-2h(2), 6-2h(3)

Back matter  
components of, 6-5  
for multiservice publications, 6-8  
for multivolume publications, 6-9  
sequence of, 5-2b(10)

Balance. *See* writing

Binding  
alternatives, 3-1e(1)  
for ARTEPPs and STPs, 9-7b(2)  
for FM and TCs, 9-7a(2)  
for JB, 9-7c(2)  
.as part of bookmaking, 2-1e

Body [of publication], 6-4

Body copy, 9-7a

Bookmaking, 2-1

Borrowed statements, 3-4f

Bound publications  
back matter of, 6-5  
chapter starts in, 6-4a  
numbering pages of, 6-6c(1)  
types of covers for, 6-2b  
.when to revise, 3-1b(1)(a)

Brand names, 3-3o

Camera-ready copy, 2-1d, 5-5, 8-1 through 8-9  
final preparation of, 8-8  
format for, 1-1c, 8-5  
layout for, 2-2c(6)  
production of, 2-4b, 2-4c  
and quality, 8-2  
requirements for, 8-7  
review of, 2-2b(19), 8-9  
size of, 8-3  
specifications for, 8-7  
type for, 8-4, 8-5b

Camera-ready mechanicals, 2-4a, 5-5, 9-5 through 9-9  
for ARTEPPs and STPs, 9-7b  
for FM and TCs, 9-7a  
for job books, 9-7c  
production of, 2-2c(8), 9-6  
quality of, 9-8  
review of, 2-2b(19), 2-2c(9), 9-9

Capitalization, 7-8 through 7-17

Capstone manuals, 6-2f

Captions. *See* graphics

Cartoons, 3-3a

Caution. *See* notices

Changes. *See also* revisions  
color of, 3-1e(3)(a)  
definition of, 3-1b(2)  
outline of, 4-1c  
reference to, 6-3b(2)  
transmittal page for, 3-1b(2)(d)  
types of, 3-1b(2)(c)

Chapters, 4-2a(2)(b), 6-4a. *See also* numbers  
numbering of, 6-6a(2)  
in volumes, 6-9f

Chemical compounds. *See* numbers

Citations, 3-3b, 5-2b(5), 6-4c

Clarity. *See* writing

Classification [of publications], 2-2a(5), 3-4j, 5-1a(3), 6-2d,  
6-2e, 6-3, 6-4k

Color  
authorized use of, 3-1e(3)  
functional use of, 2-2c(5), 9-3b  
identification of, 9-7a(8)(c)  
for job books, 9-7c(3)  
restricted use of, 3-3c  
use on covers, 6-2f, 9-7b(3)

Coherence. *See* writing

Colons. *See* punctuation

- Command publications, 3-3b(2)
- Commas. *See* punctuation
- Commercial texts, 3-1b(4)
- Comp dummy. *See* comprehensive dummy
- Compounds, 7-18 through 7-24. *See also* prefixes; style; suffixes  
capitalization of in titles, 7-14  
spelling of, 5-2b(5)(h)
- Comprehension  
and correct spelling, 7-48  
and organization, 4-2  
and RGLs, 4-3b(2)(b)  
and shortened word forms, 7-1
- Comprehensive dummy, 2-4a, 9-1 through 9-4  
layout for, 2-2c(6)  
production of, 2-2c(7)  
and quality, 9-2  
review of, 2-2b(18), 5-4, 9-4  
specifications for, 9-3  
submission of, 10-2c
- Computer. *See* automation
- Conciseness. *See* writing
- Configuration. *See* binding
- Consistency, 1-4c(7), 4-2d, 4-3a(3)(l)  
of laundry list format, 5-2b(4)(i)  
of typography and layout, 2-2c(2)  
of writing style, 2-2b(12)
- Consolidation [of publications], 3-1b(3)
- Continuity [of text], 2-2b(2)
- Contract  
delivery date, 1-3d  
installation, 1-4c(3)
- Coordinating draft, 5-1  
as a reference, 3-3b  
staffing of, 5-1
- Coordination. *See also* staffing  
VIS and editor, 9-3d
- Coordination summary, 5-2a(1)(c), 5-3c(2)(g)
- Copyright. *See also* extracts; commercial texts; credits; statements  
and acronyms, 7-3b  
and government-published material, 3-3h  
laws, 2-2a  
material, 3-3d, 3-3h  
and references, 5-2b(8)(f)
- release of, 2-2a, 3-3d  
release with DA Form 260, 10-2e  
responsibility for, 2-2b(15), 5-2a(8)  
statement, 6-3e(4)
- Cost[of production], 2-4d(3), 2-4d(6)  
and commercial text, 3-1b(4)
- Covers, 6-2, 6-3a, 9-3a
- Credits, 3-3e
- CRC. *See* camera- ready copy
- CRM. *See* camera- ready mechanical
- Cut-and-paste job, 3-4e
- DA. *See* Department of the Army forms; Department of the Army pamphlets
- DA. Form 260. *See* DA forms
- Danger. *See* notices
- Dashes. *See* punctuation
- Data collection, 2-2a, 3-3n, 5-1a, (2)(d)
- Dates. *See also* numbers  
abbreviations of, 7-2a(4)  
of publications, 6-2h(2)  
of references, 6-5c(4)
- Decimals. *See* numbers
- Definitions in text, 3-3f
- Degrees. *See* numbers
- Department of the Army forms  
DA Form 260, 5-1(5), 10-1 through 10-4  
DA FORM 1167, 5-1a(1)(c), 10-2f  
DA Form 2028, 5-1c(3), 5-1d(6), 5-2a(1)
- Desktop publishing, 2-4d(1)
- Design ,2-1c, 9-1 through 9-9
- Designer. *See* visual information specialist
- Destruction notice. *See* statements
- Development, 2-1a, 2-2a(11), 2-2c
- Dictionaries,  
and usage, 7-49  
use of, 3-4i
- Director of training and doctrine (DOTD), 2-4d, 3-1d

Distribution [of publications], 1-4b(9), 1-4d(5), 2-1e, 10-5 of changes, 3-1b(2)(d)  
to other services, 5-1b(5)

Distribution restriction. *See* statements

DOTD. *See* director of training and doctrine

Dot matrix print, 8-2

Dots per inch, 2-4d(5), 8-2

Downgrading instructions, 5-2a(3), 6-2d

Draft. *See* final approved draft; final edited draft; *or* preliminary draft

Drill. *See* Army Training and Evaluation Program publication

Duplication  
and consolidation, 3-1b(3)  
and coordination, 2-2a(9)  
of titles, 4-2b(4)

Editing, 2-1

Editor  
assistance of, 3-4a  
and comprehensive dummy, 9-4  
and CRC/CRMs, 5-5b, 9-9b  
and the final edited draft, 5-2b, 5-3a  
and the index, 4-5  
and the outline, 4-1b, 5-2b(11)  
and the preliminary draft, 4-3  
and the references, 5-2b  
and the review errata 2-2b(18)  
and this regulation, 1-1a  
responsibilities of, 2-2b  
and review comments, 5-2a(1)(a), 5-2a(1)(c), 5-4b

Electronic equipment. *See* automation

Ellipses. *See* punctuation

Endnotes. *See* footnotes

Equipment. *See* capitalization

Errata, SME and editor, 2-2b(18)

Errors, changes for, 3-1b(2)(a)

Executive summary. *See* multiservice publications

Extracts. *See also* copyright; commercial text  
in appendixes, 4-3a(3)(q)  
from ISAs, 3-3j  
use of, 3-4g

FAD. *See* final approved draft

FED. *See* final edited draft

Field circulars, 3-3b(2)

Field manual, 1-1  
CRMs for, 9-7a

Figures. *See* graphics

Files  
editorial, 2-2b(1)  
historical, 2-2a(1), 3-4b

Final approved draft (FAD), 2-2b(16), 2-2c, 5-3  
alteration of, 5-3d

Final edited draft (FED), 5-2

Final outline. *See* outline

First-year instructional requirements, 5-1c(6), 10-2g

FM. *See* field manual

FMO. *See* forms management officer

Foldouts, 9-3e(1)(b), 10-2a(1)

Footnotes, 6-4d(2), 8-5b(2)(c)

Foreword, 5-2b(2), 6-3a

*For example*, 7-45

Format  
of appendixes, 5-2b(8), 6-5a(3)  
approved for multiservice publications, App F  
for CRC, 1-1c, 8-5  
design, 2-2c(1), 6-1, 9-3c, 9-7  
editorial responsibility for, 2-2b(9)  
loose-leaf, 9-7a(2)  
for tables, C-3  
for text, 6-1 through 6-9, 9-7a(3)

Forms. *See also* TRADOC and Department of the Army forms  
currency of, 2-2b(14)  
inclusion of, 2-2a(14), 10-2f  
replenishment of, 1-4b(2)  
reproducible, 3-3g, 6-5f  
restrictions on, 3-3g  
review of, 5-1a(2)  
in text, 6-4j

Forms management officer, 3-3g, 5-1a(2), 10-2f

Fractions. *See* numbers

Front matter  
for Army publications, 6-3  
for multiservice publications, 6-8  
for multivolume publications, 6-9

Functions  
editor, 2-2b  
SME, 2-2a  
VIS, 2-2c

Funding, 3-1a

Glossary  
compiling of, 2-2b(14)  
definitions for, 2-2a(22)  
format for, 6-5b  
preparation of, 2-2b(14)  
requirement for, 5-2b(8)(b)  
responsibility for, 2-2a  
in volumes, 6-9k

Grammar, 2-2b(11), 4-3a(3)(n)

Graphic communicator. *See* visual information specialist

Graphics. *See also* color; numbering; shading; tables  
for ARTEPPs and STPs, 7-7b(5)  
for camera-ready copy, 8-1, 8-5, 8-6  
for camera-ready mechanicals, 9-3e, 9-7a, 9-8  
captions for, 6-4h, 9-3e(4)  
in coordinating draft, 5-1  
on covers, 6-2f  
effective use of, 2-2c  
identifying sources for, 2-2a  
introduction in text, 5-2b(4)(k), 5-5b(4), 6-4h(4), 9-3e(1)(c)  
numbering of, 6-6b  
and organization, 9-3e(1)  
overlays for, 9-7a(1)  
placement of, 9-7a(3)(d)  
recommending text for, 2-2b(17)  
in volumes, 6-9g

Graphic training aid (GTA), 1-1b

GTA. *See* graphic training aid

Guidelines for writing, 3-4

Headings. *See* titles

Humor, 3-3i

Hyphens. *See* punctuation

ID. *See* initial distribution

Illustrations. *See* graphics

Illustrators, 2-2c, 9-6, 9-7

Impact printer, 8-1

Index, 2-2a(22), 4-5, 6-5d  
for multivolume publications 6-91

Information sources, Table 3-4

Initial distribution (ID), 10 5

Installation security manager, 5-1a(3)

Instructional requirements, first-year. *See* first -year instructional requirements

Instructions for NCO supervisors, 6-2i(2)

Integrating centers  
and approval of coordinating draft, 5-1b(1)  
responsibilities of, 1-4c  
and review comments, 5-2a(1)(c)

Interim change notice, 3-1b

Intern program, writer-editor, 1-4b

International standardization agreements (ISA)  
changing a publication for, 3-1b(2)(a)  
identifying in preface, 4-3a(1)(a), 6-3e  
identifying in text, 5-2a(5), 6-4f  
including in index, 6-5d(2)  
incorporation of, 1-4d(3), 2-2a(12)  
listing of in references, 5-2b(8)(e)  
proponency for, 1-4c(1)  
and research, 3-2, B-3  
restrictions on use of, 3-3j  
staffing for conformance with, 5-1a(1)  
statement, 6-3e(2)

Introduction, 4-3a(2), 5-2b(2), 6-3f

Introductory paragraph, 4-2a(2)(c), 4-2d, 4-3a(3)(a). *See also* graphics

Inventory, DA, 1-4d(7)

Jargon, 3-4h, 4-3a(3)(h), 7-49a(1)

JB (job book). *See* soldier training publication

JCS (Joint Chiefs of Staff). *See* Joint Chiefs of Staff publication

Job book (JB). *See* soldier training publication

Joint Chiefs of Staff (JCS) publications, 1-4a, 1-4c(7)

Joint publications, 6-7

Laser printer, 8-1, 8-6a

Laundry lists, 4-2a(2)(d), 4-3a(3)(d), 5-2b(4)(i) and (j), 6-4g, 7-35.

Layout. *See* format

Leading, 9-7b(4)(e)

Legibility affected by size, 3-1e(2)

Letter symbols. *See* symbols

Libel, 2-2b(15)

Line drawings, 9-3e(1)(a)

Logic. *See* organization

Loose-leaf format, 9-7a(2)

Loose-leaf publications  
and binding, 3-1e(1)  
component starts in, 6-4a, 6-5  
format for, 9-7a  
page numbering of, 6-6c  
when to revise, 3-1b(1)(b)  
and running heads, 8-5a(13)

Manuscript review. *See* review

Margins  
for artwork, 9-7a(1)(b)  
for body copy, 9-7a(3)(b)  
for CRC, 8-5a(1)

Materials. *See* CRC and CRMs

Memorandum of transmittal, 5-1b(3), 5-3c(2)

Milestones  
impact on, 5-3b(3)  
projection of, 3-1d  
SME responsibility for, 2-2a(3)  
work sheet, sample of, figure 3-3

Military designations. *See* capitalization

Military qualification standards (MQS) manuals. *See* soldier training publication

Mission training plan (MTP). *See* Army Training and Evaluation Program publication

Mounting board, 9-7a(1)

MQS (military qualification standards). *See* soldier training publication

MTP (mission training plan). *See* Armywide Training and Evaluation Program publication

Multiservice publications  
approval of, 5-3c  
approved format for, App F  
establishment of style for, 1-1b  
executive summary in, 6-8h  
format for, 6-8  
as reference, 6-8k  
requirements for, 3-3k  
staffing drafts of, 5-1b(4)  
submission of DA Form 260 for, 10-2a

Multivolume publications  
format for, 6-9d  
index for, 6-6l  
need to justify, 3-3l  
numbering of, 6-9a  
numbering of pages in, 6-9h  
requirements for, 6-9

Neutral language  
statement, 6-3e  
use of, 4-3a(3)(j)

Nicknames, 7-4

Nonrestrictive elements. *See* punctuation

Notes. *See* restrictions

Notices, danger, warning, caution, 3-3m, 6-4i.

Numbering  
of appendixes, 6-5a(2)  
of chapters, 6-6a(2)  
of graphics, 6-4h(2), 6-6b, 9-3e(1)(d)  
of multivolume publications, 6-9a  
of pages, 6-6c, 8-5a(14), 9-7a  
of pages in forms, 6-5f  
of pages of front matter, 7-28c  
of pages in volumes, 6-9h  
of paragraphs, 6-6a(4), 9-2  
of paragraphs in table of contents, 6-3c  
of parts, 6-6a(1)  
of sections, 6-6a(3)

Numbers, 7-25 through 7-33.  
*See also* publication number

Operational concept, 2-2a(11)

Organization  
adherence to, 9-3d  
assessment of, 4-4a  
and editing, 2-1b  
of final edited draft, 5-2b(4)  
and graphics, 9-3e  
and logic, 4-2a  
and outlining, 4-1  
of tables, C-2  
and titles, 4-2a

Organizations. *See* capitalization

Ornaments, 6-4f(4)

Outlines

approval of, 4-1c

as a guide, 4-3a, 9-3c

preliminary, 4-1a

preparation of final, 2-2b(16), 4-1d, 5-2b(11)

review of, 2-2b(4)

staffing of, 4-1c

working, 4-1b

Overlays, 9-7

for color, 9-5

for CRMs, 9-7a

Page changes. *See* changes

Page numbers. *See* numbering

Page proofs, review of, 2-2b(18), 5-4

Paragraphs. *See also* numbering

direction for, 4-3a(3)(b)

discussion of, 4-2

length of, 4-3a(3)(c)

limits to, 4-2d

numbering of, 6-6a(4)

publications divided into, 4-2a(2)(d)

subdivision of, 4-2a(2)(d)

titles for, 4-2a

types of, 4-3a(3)

Parallelism

examples of, 4-2b(2)

of titles, 2-2b(10), 4-2b(2), 5-2b(4)(f)

Paraphrases, 3-4g, 6-4e

Parenthetical elements. *See* punctuation

Parts [in a publication], 4-2a(2)(a). *See also* organization

numbering of, 6-6a(1)

in table of contents, 6-3c(2)

in volumes, 6-9f

Passive voice. 4-3a(3)(o).

*Pen Point*, 1-4b(14)

Percentages. *See* numbers

Personal pronouns, 4-3a(3)(i)

Phototypesetting, 2-4a

Planning, 2-1a, 2-1c, 3-1

POI. *See* program of instruction

Policy, 1-4a, 1-4b, 1-4d, 2-2b

Possessives. *See* punctuation

Preface, 4-3a(1), 5-2b(2), 6-3e

Prefixes, 7-22

Preliminary draft

preparation of, 4-3a

review of, 4-3b

Preparation, 2-1a

by integrating centers, 1-4c(5)

by preparing agencies, 1-4d(1)

by USATSC, 1-4b(6)

Presentation, 2-1b

order of, 4-3a(1)(b)

Printing, 1-4b(8), 1-4d(6), 2-1e, 10-4c

delays in, 10-3

instructions on CRMs, 9-7a(8)

projected year for, 3-1a(6)

Printing instructions, 9-7a

Print orders, 1-4b(11), 10-4b, 10-4C

Priority, 2-4d(4)

Privacy Act, and forms, 3-3g(4), 5-1a(1)(d)

Procedures [for preparation], 1-4b(4)

Production, 2-1d

of camera-ready mechanicals, 2-2c(8)

of comprehensive dummy, 2-2c(7)

materials, 8-7b

methods of, 2-4

options for, 3-1c

phases, 3-1d(2)

steps and substeps, 3-1d(1)

Program of instruction (POI), 1-1b

Programs. *See* capitalization

Proponency, 1-4a(2), 1-4b(3), 1-4b(14), 1-4c(1)

and changes, 3-1b(2)(b)

in the preface, 5-2b(1)(b)

Proponent statement. *See* statements

Proofreading, 4-3b

of final draft, 5-2

methods of, 4-3b(1)

and milestones, 3-1d(2)

Publication

dates in citations, 5-2b(8)(c)

inventory number (PIN), 6-2h(1)

number, 3-1a

## Publications

bound. *See* bound publications  
 capitalizing categories of, 7-12  
 component of, Table 6-1. *See also* capitalization  
 joint, 6-7  
 loose-leaf. *See* loose-leaf publications  
 multiservice. *See* multiservice publications  
 multivolume. *See* multivolume publications  
 new, 3-1b(5)  
 sizes authorized for, 3-1e, 8-3  
 supersession of, 3-1b(1)

Punctuation, 7-34 through 7-46  
 need for accuracy of, 4-3a(3)(n)  
 of quotations, 6-4d

Purpose [of the publication], 2-2a(2), 6-3e

QSTAG (quadripartite standardization agreement). *See*  
 international standardization agreement

## Quality

and automated production, 3-1c  
 of comprehensive dummy, 9-2  
 control, 1-4d(4), 5-5c, 9-9c  
 of copy, 2-4d(5)  
 of CRC, 8-2  
 of CRMs, 9-2, 9-8  
 in production, 1-1a  
 and spelling, 7-48

Quarterly report. *See* Armywide Doctrinal and Training  
 Literature System Quarterly Report

Questionnaire, 6-5e

Quotations, 6-4d

Rank. *See* acronyms; capitalization

Ratios. *See* numbers

Readability, 1-4b(7), D-1 through D-3  
 and active voice, 4-3a(3)(o)  
 and correct spelling, 7-48  
 maximum RGL for, 4-3b(2)  
 of publication, 3-4c(4)  
 requirements, 2-2a, 2-2b(7), 3-4c(4), 10-2d, D-2  
 review at USATSC, 10-4c  
 of target audience, 2-2a(6)  
 testing for, 4-3b(2)

Reader. *See* audience

Reading grade level (RGL). *See* readability

Readings recommended. *See* references

Redundancy, 2-2b(8). *See also* repetition

References. *See also* citations  
 command publications as, 3-3b  
 and copyrighted material, 5-2b(8)(f)  
 coordinating drafts as, 3-3b  
 field circulars as, 3-3b  
 guidelines for listing, E-1, E-2  
 inclusion of, 6-5c  
 multiservice publications as, 6-8k  
 nonmilitary publications as, 3-2b(1), 5-2b(8)(d)  
 for preparation of ADTL, Table 1-1  
 validation of, 5-1b(3)  
 verification of, 2-2a(17), 2-2b(14)  
 to volumes, 6-9i

Regulations. *See also* Army regulation; TRADOC  
 regulation  
 compliance with, 2-2a(25), 2-2b(20), 2-2c(10)

Reimbursable order number, 10-4a

## Repetition

in text, 4-3a(3)(m)  
 of titles, 4-2b(3)

Replenishment actions for forms, 1-4b(2)

Reports, approval of, 3-3m

Required statements. *See* statements.

Recession, review for, 1-4d(7)

## Research

methods, 3-2b  
 need for, 3-2  
 responsibility for, 2-2a(7)  
 sources for, 3-2a, B-1 through B-7

Responsibilities, 1-1a, 1-4, 2-2, 3-4a, 5-2

## Restrictions

on use of changes, 3-1b(2)(b)  
 on use of notes, 3-3m  
 in writing, 3-3

Restrictive elements. *See* punctuation

Review. *See also* staffing

for classification, 5-1a(3)  
 of comprehensive dummy, 9-4  
 of CRC, 5-5  
 of CRMs, 5-5, 9-9  
 of DA publications, 2-2a  
 of final publication, 2-2b  
 by functional experts, 3-2a  
 guidance, 5-1d  
 incorporation of comments, 5-2a  
 by integrating centers, 1-4c(4)  
 of manuscript, 5-1d, 5-2b  
 of page proofs/CRC, 8-9  
 of preliminary draft, 4-3b  
 of proponent publications, 1-4d(7)

of publication title, 5-2b  
request for, 5-1c  
of threat portions, 5-1a(1)  
time for, 5-1c(7), 5-3b, 5-4a

Revision. *See also* changes  
definition of, 3-1b(1)  
outline of, 4-1c

Revising, 4-4

RGL. *See* readability

Running heads, 8-5a(13)

Saddle-stitch. *See* binding

Sections [in a publication]  
numbering of, 6-6a(3)  
in table of contents, 6-3c(1)  
use of, 4-2a(2)(c)

Security marking. *See* classification

Sentences  
clarity of, 4-3a(3)(k)  
length and structure of, 4-3a(3)(f)  
revision of, 4-4c  
topic, 4-3a(3)(a)

Series elements. *See* punctuation

Sexist language. *See* neutral language

Shading aids, 9-7a(1)(g)

Side-stitch. *See* binding

Signs. *See* symbols

Size  
authorized for publication, 3-1e, 8-3  
of graphics, 9-3e(1)(b)  
and legibility, 3-1e(2)  
of mounting boards, 9-7a(1)(b)  
reduction of, 3-1e(2)  
of screens, 9-7a(1)(h)  
of type for body copy, 9-7a(3)(a), 9-8  
of type for graphics, 9-7a(3)(b), 9-8

Skill qualification test (SQT), 1-1b

Skills  
of SME, 2-2a  
of writer, editor, VIS, 2-3

Slang, 4-3a(3)(f)

SM (soldier's manual). *See* soldier training publication

SME (subject-matter expert), 1-1a, 2-1b, 2-2a, 3-4a  
and CRC/CRMs, 5-5a  
and the final approved draft, 5-3b  
and the final edited draft, 5-2a

Soldier's manual (SM). *See* soldier training publication

Soldier training publication (STP)  
job books and glossaries, 6-5b  
job books and table of contents, 6-3c(3)  
numbering pages of, 6-6c  
print quantities for, 1-4b(10)  
production requirements for, 9-7b  
and this regulation, 1-1a

Solidus, 7-6b

Special segments. *See* graphics

Specifications. *See* camera-ready copy; camera ready  
mechanicals

Spelling, 7-48

SQT. *See* skill qualification test

Staffing. *See also* review  
the coordinating draft, 5-1  
of multiservice publications, 5-1b(4)  
with other services, 5-1b(5)  
the outline, 4-1c  
requirements, 5-1  
responsibility for, 2-2a(19)  
with security manager, 5-1a(3)

STANAG (standardization agreement). *See* international  
standardization agreement

Standardization, 1-1a, 1-4c(6), 2-2a, 6-1

Standards, 1-4b, 2-2, 2-2a(24)

Statements  
accuracy of, 2-2b(13)  
copyright, 5-2a(8), 6-3e(4)  
copyright acknowledgment, 6-3e(5)  
destruction notice, 3-1b(2)(d), 5-2a(7), 6-2c, 6-3b(1)  
distribution restriction, 3-1b(2)(d), 5-2a(6), 6-2c, 6-3b,  
10-2a(4)  
documents needed, 6-5c(1)(b)  
international standardization agreement, 6-3  
in multiservice publications, 6-8g  
neutral language, 6-3e  
in preface, 6-3e  
privacy act, 3-3g(4)  
proponent, 6-3e  
readings recommended, 6-5c(1)(c)  
responsibility for inclusion of, 5-2b(3)  
review of, 5-2b(3)  
sources used, 6-5c(1)(a)  
supersession, 3-1b, 5-2a(8), 6-3b(2)  
supersession and consolidations, 3-1b(3)(c)  
warning notice, 5-2a(7), 6-2c, 6-3b(1)



STP. *See* soldier training publication

Style, 1-1a, 1-1b, 2-2b  
consistency of, 4-3a(3)(l)  
development of effective, 4-3a(3)(f)  
and JCS definitions, 3-3f  
for multivolume publication indexes, 6-9l

Subject-matter expert. *See* SME

Submission package, 10-2

Subtitles, 4-2

Suffixes, 7-23

Summaries, 4-2d, 4-3a(3)(a)

Supersession. *See* statements

Supervisory editor, 5-3a

Supplemental table of contents, 6-3d

Symbols, 7-2a, 7-5, 7-6

Systems. *See* capitalization

Table of contents  
checklist for, 5-2b(10)  
format for, 6-3c  
and job books, 6-3c(3)  
parts in, 6-3c(2)  
placement of, 6-3b  
responsibility for, 2-2b(14)  
sections in, 6-3c(1)  
supplemental, 6-3d  
in volumes, 6-9e

Tables, 4-3a(3)(p), C-1 through C-5  
captions for, 8-5a(16)

TC. *See* training circular

Team concept, 2-3

Technical manuals. *See* references

Technical terms. *See* jargon

Test reader, 2-2b(6)

*That is*, 7-45

Threat manager, 2-2a(18)

Titles  
capitalization of, 7-14  
changing of, 4-2a(1)  
CRC format for, 8-5a(5)  
duplication of, 4-2b(4)

examples of, 4-2a  
and organization, 4-2a(2)  
in outlines, 2-2b(16)  
of paragraphs, 5-2b(4)(h)  
and parallelism, 4-2b(2)  
in publications, 6-4b, 8-5  
of publications, 3-1a(2), 4-2a(1), 5-2b(1)  
repetition of, 4-2b(3)  
review of, 2-2b(10)  
in table of contents, 6-3c

Title page, 6-3b

Tone, 4-2c, 4-3a(3)(e)

Topic card, 4-1a

Trademarks, 3-3e

Trade name, 3-3o

TRADOC Forms  
151-R, 3-1d(1)  
152-R, 5-4, 5-4b(1), 9-9b(1)

TRADOC pamphlets, as references, 3-3b(2)

Trainer's guide (TG). *See* soldier training publication

Training, 1-4b(5)

Training circular (TC), 1-1a  
camera-ready mechanicals for, 9-7a

Training support package (TSP), 1-1b

Transitions, 4-2b(1), 4-3a(3)(a)

TSP. *See* training support package

Typeface, 9-7a(4)  
in camera-ready copy, 8-5b

Typesetting  
for ARTEPPs and STPs, 9-7b(4)  
for job books, 9-7c(4)  
paper for, 9-7a(1)(a)

Type size, 8-4, 8-5, 9-8a

Typography, 9-3d, 9-7a(4)

United States Army Training Support Center  
(USATSC), 2-2d  
and print requests, 10-4  
responsibilities of, 1-4b, 10-2

Usage  
of alternate word forms, 7-7  
of solidus, 7-6b  
of symbols, 7-6c  
of words, 7-49

USATSC. *See* United States Army Training Support Center

Users. *See* audience

VIS. *See* visual information specialist

Visual information specialist (VIS), 1-1a, 2-2c, 3-4a, 9-1, 9-6  
and guidance for tables, 4-3a(3)(p)  
and the final draft, 5-3b(1)

Volumes. *See* multivolume publications

Warning notice, 3-3m, 6-4i. *See also* statements

Wordiness, 2-2b(8)

Words,  
alternate forms of, 7-1 through 7-7  
choice of, 4-3a(3)(h), 7-49a  
division of, 7-50  
specific, 4-3a(3)(g)  
used incorrectly, 7-49b

Workshops, 2-2d

Write-in changes. *See* changes

Writer. *See* SME

Writing, 2-1a, 2-2a, 4-3  
and accuracy, 4-3a(3)(n)  
and balance, 4-2c  
and clarity, 4-3a(3)(k)  
coherence of, 4-2b  
and conciseness, 4-3a(3)(m)  
and consistency, 2-2b(12)  
guidelines, 3-4  
and logic, 4-2a  
types of projects, 3-1

For The Commander:

Official:

JAMES W. VAN LOBEN SELS  
Major General, GS  
Chief of Staff



DAVID G. FITZ-ENZ  
Colonel, GS  
Deputy Chief of Staff for  
Information Management

DISTRIBUTION:

H1;H2;S1;CD

Commander  
USATCFE  
USASC and Fort Gordon  
USASSC and Fort Ben Harrison  
USAARMC and Fort Knox  
USACAC and Fort Leavenworth  
USAAVNC and Fort Rucker  
USATSC  
MTMCTEA

Copies furnished:

Commander in Chief  
USAREUR and Seventh Army

Commander  
FORSCOM  
USAISC  
560th Signal Battalion  
387th P&A Battalion  
618th Engineer Company  
USA Nuclear and Chemical Agency  
Joint Strategic Deployment Training Center-  
USA Missile Command

Commandant  
TJAGSA, Charlottesville  
Academy of Health Sciences, USA  
National Guard Professional Education Center

Director  
Joint Tactical Command, Control, and Communication Agency  
Avionics Research Corporation  
V. Nelson Associates  
Nesea St. Imigoes  
Allen Corporation



# MILESTONE WORK SHEET

(TRADOC Reg 25-30)

STEPS (Individuals Involved)	WORKING DAYS	MILESTONES
<b>PRELIMINARY DRAFT</b>		
1. Plan publications (S) .....	_____	START DATE
2. Conduct research; prepare outline (S,E) .....	_____	
3. Obtain integrating center, TRADOC approvals of outline (S) .....	_____	
4. Write, edit draft (S,E) .....	_____	+
5. Word process draft (WP) .....	_____	calendar days
6. Proofread, correct draft (E,O,WP) .....	_____	
TOTAL WORKING DAYS	_____	
<b>COORDINATING DRAFT</b>		
7. Incorporate staffing changes (S,E) .....	_____	
8. Proofread, correct draft (E,O,WP) .....	_____	
9. Obtain approval (S) .....	_____	+
10. Reproduce/print draft (O) .....	_____	calendar days
11. Staff externally (S) .....	_____	
12. Resolve comments; incorporate changes (S,E,V) .....	_____	
TOTAL WORKING DAYS	_____	
<b>FINAL EDITED AND FINAL APPROVED DRAFTS</b>		
13. Finalize draft (E,WP) .....	_____	
14. Proofread, correct draft (E,O,WP) .....	_____	
15. Obtain SME approvals (E) .....	_____	
16. Obtain agency approval (S) .....	_____	
17. Staff with integrating center, TRADOC (S) (allow 30 days for TRADOC approval of FMs) .....	_____	+
18. Incorporate integrating center, TRADOC input (S,E) .....	_____	calendar days
19. Proofread, correct draft (E,O,WP) .....	_____	
20. Obtain integrating center, TRADOC approvals as necessary (S) .....	_____	
21. Finalize final approved draft (E) .....	_____	
TOTAL WORKING DAYS	_____	
<b>CRC (Alternative 1)(See TRADOC Reg 25-30, Chap 9)</b>		
22. Design publication and prepare comprehensive dummy (V,T,I) .....	_____	
23. Review, approve comprehensive dummy; consolidate errata (E,S) .....	_____	
24. (Initiate DA Form 260)* .....	_____	+
25. Prepare index (S,E) .....	_____	calendar days
26. Review/approve corrected CRC (S,E,V) .....	_____	
27. Forward CRC to USATSC (mail time) .....	_____	
TOTAL WORKING DAYS	_____	
<b>CRM (Alternative 2)(See TRADOC Reg 25-30, Chap 9)</b>		
22. Design publication and prepare comp dummy (V,T,I) .....	_____	
23. Review, approve comp dummy; consolidate errata (E,S) .....	_____	
24. (Initiate DA Form 260)* .....	_____	+
25. (Prepare index [S,E])* .....	_____	calendar days
26. Produce CRM (I,T) .....	_____	
27. Review, correct, and approve CRM (S,E,V) .....	_____	
28. Forward CRMs to USATSC (mail time) .....	_____	
TOTAL WORKING DAYS	_____	=
		CONTRACT DELIVERY DATE

\*Functions accomplished concurrently with other functions.

Key: S = SME E = Editor V = VIS I = Illustrator T = Typesetter WP = Word Processor Operator O = Other

# CRC OR COMPREHENSIVE DUMMY REVIEW CHECKLIST

(TRADOC REG 25-30)

FRONT MATTER	YES	NO	GRAPHICS	YES	NO
Title and number on the cover and on the title page read exactly the same.			All figures and tables have numbers and captions or only captions.		
All applicable statements appear on the cover and title page as required.			The size and style of type for figure and table numbers and captions are consistent.		
The foreword, if included, appears on the inside front cover.			Placement of captions for tables and graphics is accurate.		
The table of contents appears on the title page.			If one figure or table is numbered, all are.		
Headings in the table of contents read exactly the same as in the text.			Captions have been edited.		
Page numbers listed in the table of contents match page numbers in the text.			Graphics are self-explanatory.		
All applicable statements appear after the preface.			All callouts added during design are grammatically parallel and relevant.		
<b>FRONT MATTER, BODY, BACK MATTER</b>	<b>YES</b>	<b>NO</b>	Text within graphics is grammatically correct, parallel, and completely consistent with the body copy.		
Words divided between lines comply with guidance in TRADOC Reg 25-30, Chapter 7. No words are divided between pages.			Graphics do not interrupt paragraphs or divided words.		
Part, chapter, section, appendix, and page references throughout the text are correct.			Shortened word forms and symbols added during creation of the graphics are correct and included in the glossary.		
Boldface, italic, or uppercase letters are consistent with the draft and are applied accurately and consistently.			Page references have been added to introductions of graphics that do not appear on the same or facing page.		
Established format is consistent throughout the publication.					
Copy that is boxed or otherwise set apart from the text does not disrupt the organization or logic of the text.					
Laundry list format is consistent throughout the publication.					
All equal headings have the same size and style of type. Placement follows a logical and consistent pattern.					
Loose-leaf publications have running heads.			<b>PAGE NUMBERS</b>	<b>YES</b>	<b>NO</b>
Placement of copy follows sequence of the final approved draft.			Loose-leaf publications have two-part page numbers that vary with chapters, appendixes, glossary, references, and index. Front matter uses small roman numerals. Bound publications that have two-part page numbers also follow this format.		
All references to figures and tables are accurate.			In loose-leaf publications and in bound publications not numbered consecutively—		
			• Glossary pages are numbered Glossary-1, Glossary-2....		
<b>BACK MATTER</b>	<b>YES</b>	<b>NO</b>	• Reference pages are numbered References-1, References-2....		
Publication contains glossary, references, and, if applicable, an index.			• Index pages are numbered Index-1, Index-2....		
Order of placement of back matter is appendixes, glossary, references, index, questionnaire, -R forms, authentication page.			Bound publications that number pages consecutively begin numbering with the second page and continue throughout.		
When possible, appendixes use the same format established in the text.			Pages of questionnaires and forms are not numbered.		
Index page references are accurate.			Page numbers listed in the table of contents match page numbers in the text.		
Glossary, references, and index follow prescribed format.					